

NSU Sharkcard Process

All students, faculty and staff are to apply and submit their picture electronically. The picture must be a headshot, like a passport picture. (i.e. forward facing against a light solid color background, no filters or funny faces, no head coverings unless for religious reason, no eyeglasses unless its prescription, etc.). The picture should be saved as a JPEG.

- 1) Access link, <https://www.nova.edu/nsucard/apply/index.html>
- 2) Complete NSU Card Agreement, <https://www.nova.edu/nsucard/forms/campuscardagreement.pdf>
- 3) Then go back to <https://www.nova.edu/nsucard/apply/index.html> and click LOGON
- 4) Complete Shark request Form. See example below.

SHARKCARD REQUEST FORM

NSU ID: N01598022	Last Name: Griffith	First Name: Chandra
Email: cnewman@nova.edu NSU email only	Phone: * 904-245-8913	Gender: Female
Address: 675 Corporate Center Parkway	City: 	
State 	Zip Code: 	
Card Type: 		

- ☒ Requesting a New or Replacement Card (Replacement cards will incur a charge of \$25 regardless of the reason. By submitting this form you hereby consent to the charge being billed to your account)

SUBMIT INFORMATION

- 5) Card Type New
- 6) Check agreement
- 7) Press submit
- 8) You will receive an email that is encrypted within 24-48 hours. The email will provide you directions on how to upload you picture.

Failure to follow picture guidelines will lead to your picture being rejected. If you picture fails to meet the guidelines, an email will be sent notifying you.