

- The Spouse Pass is a USU ID which can be purchased for a currently-enrolled student's spouse. A \$40.00 fee is paid each semester to give the spouse access to the following student services: USUSA activities, athletic events, Aggie shuttle, campus recreation facilities (ARC, Hper and Field house), library, music & theater, Aggie blue bike, blue goes green and computers labs (when space is available). **Please be aware that access to the student health services and counseling & psychological services are excluded.**
- To obtain a Spouse Pass, a person must be married to a USU student that is registered for courses in the current semester and has paid all financial obligations. Enrollment in a payment plan is considered *PAID*, if the student is current on their payments. Both student and spouse must have paid balances.
- Spouse passes can be purchased starting 2 weeks before the Fall semester begins and on the first day of classes for Spring and Summer semesters.
- **An original state issued Marriage Certificate must be shown** when initial access is requested. A student who has previously purchased a pass, and has not previously shown this document, must do so before another pass can be sold. The Registrar's Office will maintain record that a marriage certificate has been shown. **Student and spouse must be present for initial sale of a spouse pass.**
- If the spouse does not have an A-Number, and A-Number will be created upon presenting a valid government issued picture ID.
- To purchase a spouse pass, valid government issued ID for both the student and spouse must be presented at time of purchase.

<u>Costs</u>	
<b>Semester Access</b> .....	\$40.00
(Purchased at the Registrar's Office <b>EACH</b> semester)	
<b>ID Card</b> .....	\$15.00
(One-time purchase at the Card Office)	

**STUDENT INFORMATION**

Student Name: \_\_\_\_\_ A-Number: \_\_\_\_\_ Semester: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**SPOUSE INFORMATION**

Spouse Name: \_\_\_\_\_ A-Number: \_\_\_\_\_ Semester: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

*I hereby certify that I am legally married to the person listed above in the Spouse Information section. I agree I have provided documentation of marriage in the form of a government-issued marriage certificate.*

➔ **STUDENT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Student Checklist:**

- Both the Student and Spouse IDs
- Original State issued Marriage Certificate
- \$0 balance on both the student and spouse financial accounts
- \$40 in cash or check

*For the initial sale of a Spouse pass, both the student and the spouse must be physically present at the time of sale. Please note that it may take up to 3 hours after purchasing the pass before the card office can issue the card due to system processing.*

**Processing Checklist:** *For Registrar's office use only*

- Verify valid government issued photo IDs
- Verify original state issued Marriage Certificate. Login to SPAIDEN on **Both** accounts(**MLIC**); Enter spouse Name and ID
- Verify enrollment and zero account balance
- Charge \$40 to spouse's account with **2SPO**. Post payment at the time of request
- Log transaction in **SPACMNT**

**PROCESSED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_