

SPOUSE PASS INFORMATION

What is a Spouse Pass?

A Spouse Pass allows the spouse of an enrolled Utah State University (USU) student to access select campus facilities, events, and discounts. This pass is only available to students on the Logan Main Campus.

Included Benefits:

- USU Athletic Events
- Aggie Recreation Center (ARC) & Nelson Fieldhouse Fitness Center
- Campus Recreation programs
- USUSA Events
- Discounts on Music and Theatre productions
- General campus building and facility use

Excluded Services:

- Counseling and Psychological Services (CAPS)
- Student Health and Wellness Center

Requirements

First-Time Applicants

- **Spouse Pass form:** Must be filled out and signed by the student.
- **Marriage Verification:** Must be legally married to a currently registered USU student. Present official state or government marriage documentation (*religious certificates are not accepted*).
- **Identification:** Both spouses must provide valid government-issued photo ID.
 - Marriage and Identification verification can be uploaded through a secure Box [folder](#).

Renewals

- **Spouse Pass form:** Must be filled out and signed by the student.

All Applicants

- **Financial Standing:** Both the student and spouse (if the spouse is a former USU student) must have all prior USU financial obligations paid in full. Students on a payment plan must be current on all payments with the Bursar's Office.
- **Submission:** The signed form can be uploaded through our secure Box [folder](#) or submitted in person at the Office of the Registrar (**TSC 246**).

Pricing & Purchase Details

- **Cost:** \$50 per semester
- **When to Purchase:** Sales begin **one week prior** to the first day of class each semester.
- **Payment Location:** Office of the Registrar (**TSC 246**), Monday–Friday, 8:00 AM – 5:00 PM.
- **Accepted Payment Methods:** Cash or check only (in-person).

Important Note on Activation: Please allow at least **24 hours** for the Spouse Pass to activate after the \$50 fee has been paid.

Pass Duration

The Spouse Pass remains valid until the **first day of classes of the following semester**.

SPOUSE PASS UPLOAD INSTRUCTIONS

Naming Format: Use the student's A-Number for all files
[A-Number]_[Last Name]_[Document Type].[extension]

Example using Jane Smith, A00000001:

Document Type	Standardized File Name Example
Spouse Pass Form	A00000001_Smith_SpousePassForm.pdf
Marriage Certificate	A00000001_Smith_MarriageCert.pdf
Student Photo ID	A00000001_Smith_StudentID.jpg
Spouse Photo ID	A00000001_Smith_SpouseID.jpg

Tip: If uploading photos from a phone, high-resolution .JPG, .PNG, or clear .PDF scans are ideal. Ensure all corners of physical documents are visible and text is legible.

Submission Procedure: Box Upload

1. Gather & Scan Required Documents:

- **For First-Time Applicants:** Collect the signed Spouse Pass form, standard government marriage documentation (no religious certificates), and valid government-issued photo IDs for **both** the student and spouse.
- **For Renewals:** Collect the filled and signed Spouse Pass form.

2. Format & Rename Files:

Verify that all text and photos on the documents are sharp and clear. Rename each file using the naming format provided above [A-Number]_[Last Name]_[Document Type].[extension].

3. Access the Secure Box Upload Link:

Click on the secure Box [folder](#) in the Spouse Pass section of the Office of the Registrar's Forms page.

4. Upload Your Files:

Drag and drop all prepared files into the upload field, or browse your device to select them.

5. Confirmation:

The Office of the Registrar will email the student's **A-Number@usu.edu** account when it is time to pay the \$50 fee. Cash or Check payment can be made to the spouse's account at the **Taggart Student Center (TSC), Room 246** (Monday–Friday, 8:00 AM–5:00 PM).