

OSU ID Photo Guidelines for Online Students

PLEASE FOLLOW THESE INSTRUCTIONS. Images that do not meet these guidelines will be rejected.

OSU Online submits a bulk order to OSU ID services. It will be mailed to you in one to two weeks.

The student's unique OSU Banner ID number will be on the Photo ID card. Social security numbers are not used. The name printed on the OSU Card is the student's name as recorded in Oklahoma State University databases. Status information (student, faculty, staff, and affiliate) is not printed on the card.

Your digital photograph will be printed on the face of your OSU Card and will be stored in the OSU Card database.

Do not punch holes, affix stickers, or, in any other way, make modifications to your OSU Card.

Cards damaged through normal use will be replaced at no charge (student must return the card to OSU). If a student loses the card, the replacement fee is \$20.00 (added to your bursar account). To avoid a replacement charge, the ID must be mailed to **ID Card Services, 421 Classroom Building, OSU, Stillwater, OK 74078.**

Photos must meet the following requirements. Photos that do not meet these requirements will not be processed.

1. Send an email with your photo attached as a jpg to your academic college online manager. Please label your photo with your student ID # such as: A12345678. Please include your mailing address, official student name, and student ID #.

OR

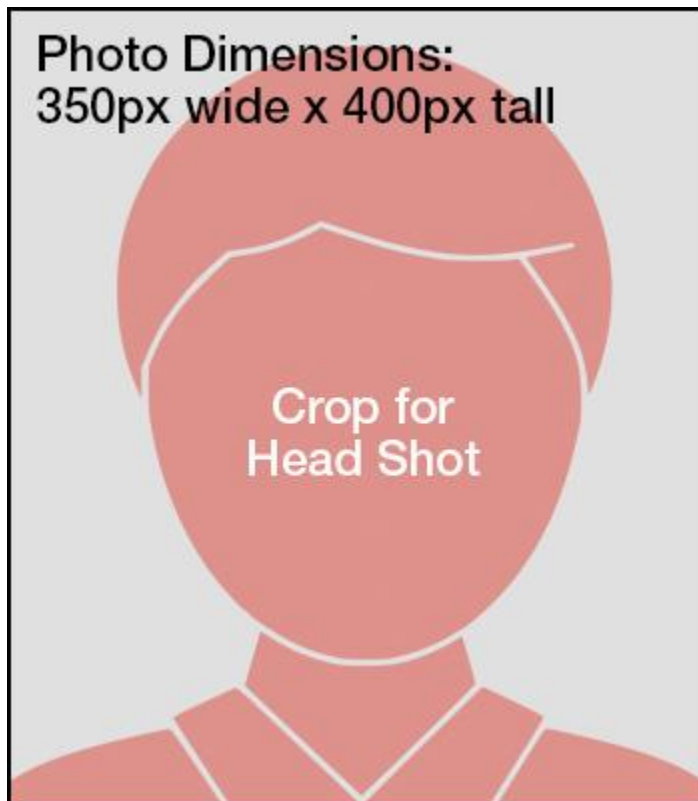
2. Use the [Get Mobile ID app](#) to upload your photo. ID cards are not automatically created from the app; therefore, you must email your academic online manager to order your ID card. Indicate your photo is uploaded to the "Get Mobile ID App". Please include your mailing address, official student name, and student ID #. The academic college online manager will mail the IDs out to the students.
3. Use the GET Mobile ID Card Management App to upload your picture. See ID Card Services <https://it.okstate.edu/services/id-card-services/>

How do I upload images through the Get Mobile App for an OSU ID Card?

<https://it.okstate.edu/services/id-card-services/how-do-i-upload-images-through-the-get-mobile-app-for-an-osu-id-card.html>

- Submit a recent color photo of yourself only with no other visible people or objects. Photos submitted should be taken within the last six months to reflect cardholder's current appearance.
- **White background required.** Photo should look like a driver's license photo with a plain, solid white or off-white background. (Change the background using free tools such as <https://photoscissors.com> or [Photoroom.com](https://photoroom.com))
- Crop the image from just above the top of the head to the collarbone.
- Ensure the image is centered.

- Cardholder's full face must be directly facing the camera, eyes open, no head tilt, smile/no smile.
- Do not wear a hat, sunglasses, dark glasses, non-prescription glasses with tinted lenses unless required medically (a medical certificate may be requested). Glare from glasses may be avoided by slightly tilting glasses downward.
- Do not wear wireless hands-free devices, or any other accessories that may obstruct the face or hair except for religious or medical purposes.
- The photos will need to be as close as possible to the following size to maintain a normalized appearance. Resolution: 350x400 (~30kb file). It is very important the picture be the right aspect and cropped as a headshot.
- Blurry photos or poor resolution photos will not be accepted.
- Social media profile photos should not be submitted.
- Please attach the photo as a .jpg or jpeg file with the filename as your OSU student ID (Banner) number (e.g. A12345678.jpg).





Good example: Photos are preferred to be clear, in color, reproduces skin tones accurately, and is properly exposed with no shadows. Uncluttered background, white back drop is preferred. (Change the background to white using free tools such as <https://photoscissors.com>)

Bad example: Selfies with arms holding out camera, color altered photo



General

The OSU ID Card is the property of Oklahoma State University and is non-transferable. Unauthorized use warrants confiscation and/or disciplinary action. Your card should not be surrendered to anyone.

New students enrolled in credit classes are issued their first OSU Card free of charge. The ID Services Office will replace damaged cards for free if the card, or its pieces, are returned. The cardholder will be charged a fee for full replacement of an ID card when a card is lost or stolen. <https://it.okstate.edu/services/id-card-services/index.html>

It is the responsibility of the cardholder to report a lost or stolen card immediately. You will need to have another made with a new issue date and card number. Your OSU Card does not expire until you are no longer associated with OSU.

Disclaimers

The Oklahoma State University ID Services office is not liable for financial loss or criminal repercussions associated with lost, stolen, damaged, or fraudulently used OSU ID Cards. Personal information is kept secure and confidential at ID Services. Outside parties are not privileged to personal or account information unless express consent is granted or the University is required to comply with legal or government agencies.

Safeguards

Report a lost or stolen card immediately. Do not lend your OSU Card to others. The OSU ID card will be mailed to you by the academic college outreach offices.