

NEW CARDS ONLY



Welcome to LIFE University!

You now have the option of submitting your ID photo online prior to your arrival on campus. This allows you to take a photo that you will like, on your own time and avoid the move-in day/orientation lines and also aids our social distancing efforts across campus.

Overview

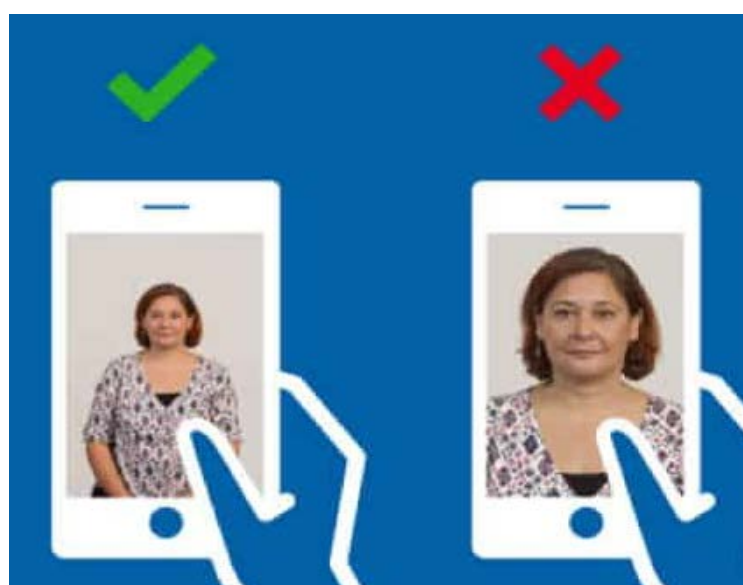
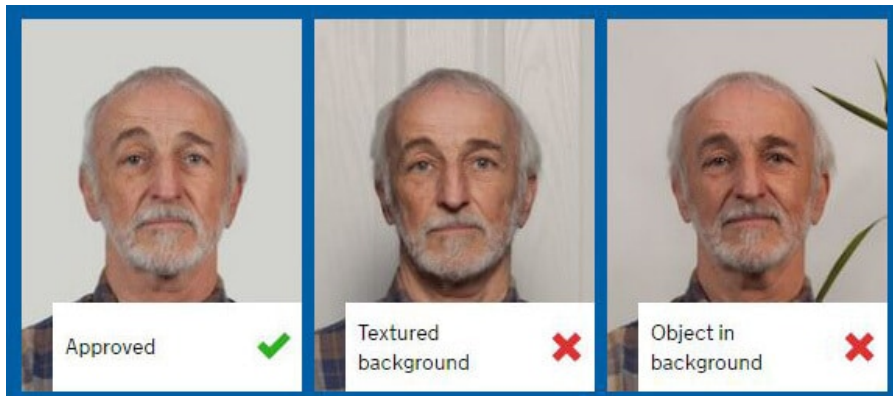
- Submit a color, unaltered, unedited photo, taken in last 6 months
- Use a clear image of your full face visible and do not use filters commonly used on social media. *Remove your face covering or mask so that your full face is visible, and we can establish your identity.*
- Have someone else take your photo. No selfies.
- Take off your eyeglasses for your photo if you cannot avoid glare.
- Use a plain white, off-white background.

Step One: Find a camera and someone to take your picture

Using your phone, tablet, or digital camera, take a photo of yourself against a plain wall. Find a helpful friend or family member to take the pic for you (selfies generally do not work well due to distorted angles). A tripod may make it easier to keep the camera steady and level.

Step Two: Find a plain background and the right position

It is important to use a plain background that is white or off-white. Avoid standing in front of tiled walls or patterned wallpaper, and make sure there are no objects in the frame.

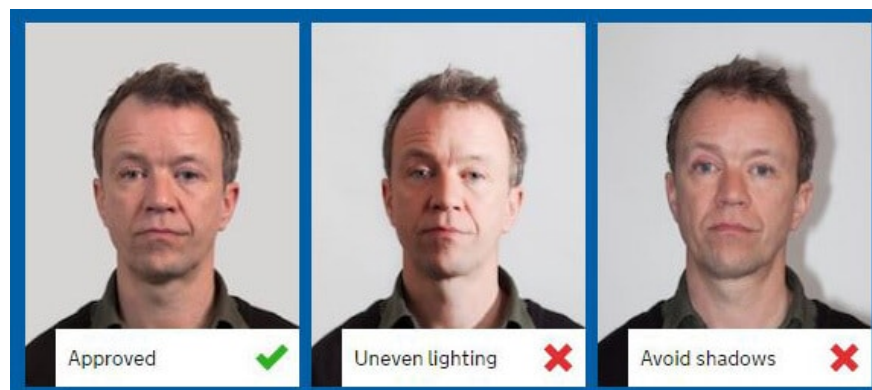


Step Three: Ensure there is space around your head and shoulders

Your photo should not be closely cropped. Check the space around your head and shoulders to ensure there is enough room around them. Card Services will make any necessary adjustments to your photo.

Step Four: Check the lighting

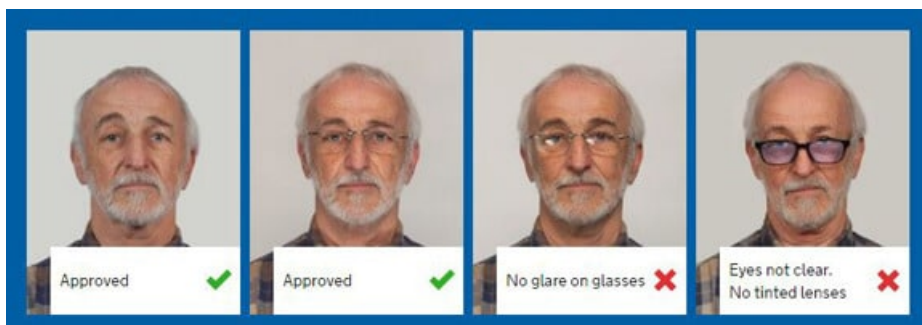
The best lighting is natural lighting, so if possible, position yourself facing towards a window. There should be no shadows on your face or behind your head, and the light should be even. Don't stand too close to a lamp, as this will only light one side of your face.



Step Five: Remove headwear

Remove anything that could obstruct your photo, such as hair clips or glasses on the top of your head. Take off any headwear unless it is worn for religious or medical reasons. If you wear a hat or head covering for:

- **Religious purposes** - submit a signed statement that verifies that the hat or head covering in your photo is part of traditional religious attire worn continuously in public.
- **Medical purposes** - submit a signed doctor's statement verifying the hat or head covering in your photo is used daily for medical purposes.



Step Six: Make sure your face and eyes are visible

Your whole face should be visible in the photo, so tie your hair back if it covers your face or eyes in any way. If you have a longer fringe, it may be best to sweep it to the side.

If you normally wear glasses, we prefer you wear them for the photo, but ensure that there are no reflections in the glass. If you cannot avoid glare on the lenses – remove them. Sunglasses or tinted lenses are not permitted.

Step Seven: Smile!

While not mandatory, it's just the look we hope to see you with most days.

Once you've taken your photo, compare to the examples above, check that it's clear and in focus, no red-eye, no edits or alterations and email it **along with your student/employee number and a scanned copy of your government issued ID** to cardservices@life.edu.

Card Services will notify you if your image is not approved, otherwise your card will be given to you at move-in, during orientation or available for pickup from the Eagle Card Services Office. ***NOTE: Have your government issued ID with you for final identity verification.**