



HOW TO REQUEST A GRADUATE STUDENT ID CARD

To obtain a GRADUATE STUDENT ID card, you will need to email ids@regiscollege.edu the following:

1. Type the subject line of the email as **First Name and Last Name – Request for GRADUATE STUDENT ID Card**. (Example: Jim Smith – Request for GRADUATE STUDENT ID Card)
2. In the body of the email include:
 - a. Your FULL NAME as you would like it to appear on the ID
 - b. Your Program Name (i.e. Nursing, MPH, ABA, MHA, MSW)
3. Attach a suitable headshot photo in the format of a .jpeg or .jpg that does not exceed the size limit of 256KB. When taking the photo, **please be sure to follow all photo requirements, as not complying with these directions will delay receipt of your ID card**.
4. Your completed ID will be available for pick up at your Orientation.

Your Headshot Photo MUST Be:

- In color
- Taken in front of a plain white or off-white background ONLY
- Taken in full-face view directly facing the camera with ONLY your face (i.e. a headshot)
- Taken with a neutral facial expression or a natural smile, with both eyes open
- DO NOT wear:
 - A hat or head covering that obscures the hair or hairline, UNLESS worn daily for a religious purpose. Your full face must be visible, and the head covering must not cast any shadows on your face.
 - Headphones, wireless hands-free devices, similar items or any other items are not acceptable in your photo.
 - If you normally wear a hearing device or similar articles, they may be worn for your photo.
 - Glare on glasses is not acceptable in your photo. Glare can be avoided by doing one or a combination of the following:
 - A slight downward tilt of the glasses
 - Removing the glasses
 - Turning off the camera flash
- The file must end with the extension .jpeg or .jpg and must not exceed the current photo ID size limit of 256KB
- **NOT ACCEPTABLE:**
 - Copying and pasting your photo to the body of the email
 - Photos copied or digitally scanned from driver's licenses or other official documents
 - Magazine photos
 - Full-length photos

PHOTO EXAMPLES:

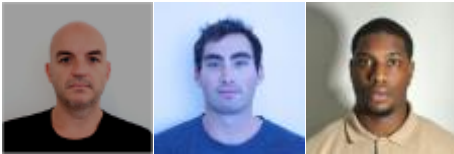
Please see below for examples of acceptable and unacceptable photos:

ACCEPTABLE:



Photo is clear and in color, reproduces skin tone accurately, and is properly exposed with no shadows

NOT ACCEPTABLE:



Photos that are blurry, dark or washed out, or have shadows