

# OH SNAP! SUBMIT YOUR TRUMAN ID PHOTO

*You have the option of submitting your ID Photo before you come to campus, or coming to the ID Office to have your photo taken after you arrive. If you wish to upload your own photo, please follow the requirements outlined below so your Truman Student ID Card can be created.*

- The photo must be no more than 90 days old and showing only yourself.
  - Photo must be a high resolution JPEG that it is not blurry, grainy, or pixelated.
  - Please submit a **COLOR** photo.
  - Photos must be well-lit, your face must be clearly visible and directly facing the camera.
  - The photo must be a clear image of your face. Do not use photo filters to alter your appearance.
  - The photo must be properly cropped to exclude the body below the shoulders.
  - Please use a natural facial expression with eyes open. Smiles are allowed.
  - If wearing glasses, your eyes must be visible. Make sure your eyes are not obscured by glare on your glasses or by tinted lenses.
  - Your photo must have a plain background.
  - No hats or head coverings, except those worn for religious or medical purposes.
  - Take photo wearing clothing you normally wear on a daily basis.
  - No selfies. Photos taken with a cell phone are allowed as long as they adhere to the standards outlined above.
- ▶ If your photo does not meet the standards outlined above, you will be advised to resubmit a corrected photo. If your photo still does not meet these standards, you will need to go to the Residence Life ID Office (Located in Missouri Hall, Room 1100) to have your photo retaken.
- ▶ To claim your Truman Student ID Card, you must come to the ID Office, located at 1100 Missouri Hall.
- ▶ The link to submit photos can be found here: <https://idoffice.truman.edu/upload-id-photo/>

## PHOTO EXAMPLES:



## RESIDENCE LIFE

Missouri Hall 1100  
100 East Normal Avenue  
Kirksville, MO 63501-4221  
[truman.edu/residence-life/](http://truman.edu/residence-life/)