

WILLIAM CAREY UNIVERSITY
OFFICE OF STUDENT LIFE
STUDENT IDENTIFICATION CARD GUIDELINES

We are proud to offer a process of receiving your student ID via mail. Please read and follow the guidelines carefully.
ALL COMPLETED APPLICATIONS MUST BE EMAILED TO studentlife@wmcarey.edu.

STUDENT IDENTIFICATION CARD GUIDELINES

STEP 1:

Step 1: Complete the information on the application.

Be sure to use your current mailing address. Our office will mail the printed ID to the address provided on the application.

STEP 2:

Step 2: An ID picture must be included for the application to be completed. Follow the guidelines below.

Guidelines for ID Picture

- **Picture must be taken on a plain white background (i.e. white wall).**
- **Only a smile or straight face will be approved for picture IDs.**
- **No sunglasses or hats should be worn.**
- **Picture must only include face and shoulders.**

STEP 3:

Step 3: Attach a copy of your current academic class schedule.

For this step, you will need to obtain a copy of your current academic class schedule. You can find it in your Indigo Portal under "My Schedule".

The Office of Student Life will use your class schedule to grant access to academic buildings.

If you need access to a building not on your class schedule, please send an email to studentlife@wmcarey.edu. Be sure to include the building name and purpose of access.

Please note that failure to follow the student ID card guidelines will delay the processing of your student ID request.

The first student ID is included in the student's tuition.

If you are requesting a reprint, a fee of \$10 will be added to your student account upon processing.

Please email studentlife@wmcarey.edu or call 601-318-6216 for questions or concerns about student identification cards.



Please complete the information below. All steps must be completed before this form can be submitted. Failure to complete all steps will delay the processing of your student ID request.

Please initial by each agreement of understanding:

_____ I understand that I must send this application, along with a picture and current class schedule, to studentlife@wmcarey.edu for processing.

_____ I acknowledge that if I request a replacement ID, a fee of \$10 will be charged to my student account. (*Students receiving their first ID card will not be charged.*)

PLEASE PRINT CLEARLY

Classification: Undergraduate Student Graduate Student WCUCOM

Name (First, Last) : _____

Student ID Number: _____

Mailing Address: _____

Cell Phone: _____ Email Address: _____

By signing this form, I submit my intent to apply for a student identification card. I give permission to the Student Life Office to apply a charge of \$10 to my student account if I am requesting a replacement student ID.

Signature: _____ Date: _____

FOR OFFICE USE ONLY:

Processed Date _____