



Harvard University ID Card Photo Submission Application

Student Instructions

If you are a new incoming Harvard student you should use the Harvard University's ID Card Photo Submission Application to submit your photo which will be printed on your official Harvard University ID card. If you have a current or previous affiliation (i.e. student, employee) with Harvard that required you to have a photo taken, you are not eligible to use this application.

If a suitable photo is successfully submitted in a timely manner, your ID card will be printed and waiting for you when you arrive on campus. The Harvard University ID card provides access to housing, dining halls, libraries, athletics, Crimson Cash, and more. To submit your photo, please follow these instructions:

1.) *Have your picture taken.*

Have someone take a digital color photo of you that would be appropriate for official identification. The photo needs to be a front view of your full face, centered in the frame from just above the top of your head to your collarbone. Your eyes need to be open and visible and if you wear eyeglasses there cannot be any glare. The background needs to be white without shadows. The background must be smooth and show no texture. The file format must be .jpg and cannot exceed 50KB. The size of the photo must be 280 pixels by 296 pixels. If adjustments are needed for your photo, you need to use a photo editing software. If you don't have one; pixlr.com, pixenate.com and fotoflexer.com are free on-line photo editing software which you can use without downloading. Harvard University does not endorse this websites but they are free and easy to use. Please ensure that your photo formatting edits don't distort your image. If you need help with the editing please email the Campus Service Center at id_services@harvard.edu.

2.) *Upload your photo.*

The next step is to login to the Harvard University's [ID Card Photo Submission Application](#) using your HUID and PIN. Browse your files and select a photo that meets the ID card requirements and click "Upload".

3.) *Submit your photo.*

View your uploaded photo. You will have two options. If you are sure this is the photo you want to appear on your Harvard ID card, click "*Submit*". However, if you don't want this photo to appear on your Harvard ID card, click "*Cancel*" and upload another photo. Please be aware that your submitted photo will also be utilized in such places as on-line directories, and databases.

4.) *Your photo will be reviewed.*

When your photo has successfully been submitted it will be reviewed by the Campus Service Center. That office will e-mail you at your official Harvard email address within two weeks to let you know whether your photo has been approved or rejected. If it has been rejected, you will be asked to resubmit a new photo. Please watch for one of these emails so you know if you need to resubmit another photo.

5.) *Receive your ID card.*

Your Harvard ID card will be given to you after you arrive on campus. At that time, your identity and photo will be validated. **You must bring a government-issued photo ID in order to receive your card, such as a passport or a driver's license.** You will not be given your Harvard ID card without this documentation.