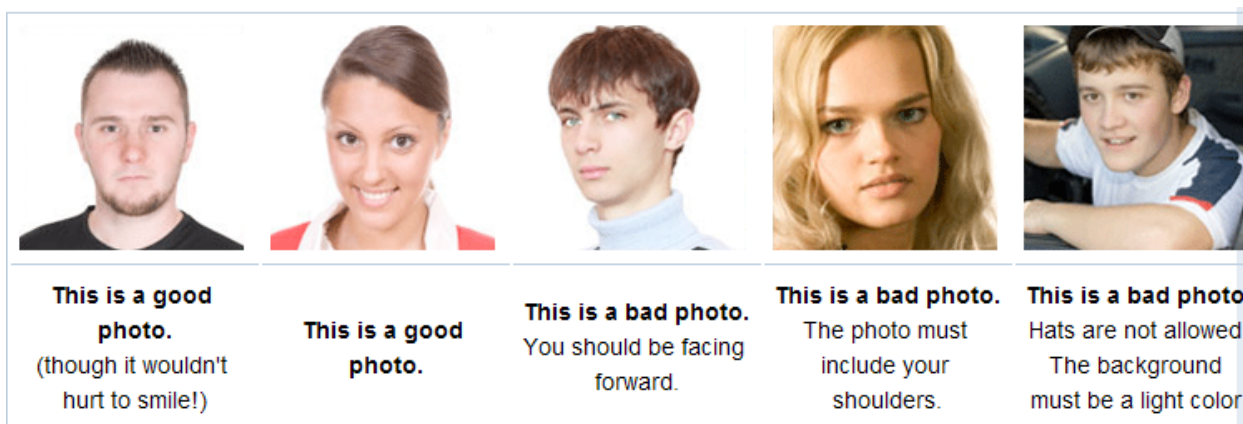


## Photo Submission Requirements

- The image must be at least 15 kilobytes (KB) and it **must** be less than 1 megabyte (MB).
- The image must be at least 300x300 pixels.
- You may only upload .jpg images
- This picture is for identification purposes. The picture must clearly identify you as a person.
- You must be looking straight at the camera. (No side profiles!)
- The background must be a light solid color. (white/off white)
- There can be no borders on the photo.
- There should be a small space between your head and the top of the images, as well as a definite contrast between you and the background.
- The photograph *must* be in color.
- No red eye or flash reflection on glasses or contact lenses.
- No hats, sunglasses, jewelry, or garments of any sort that obstruct the view of your face.



- The Millersville ID Card office reserves the right to refuse any photos that do not meet these requirements.
- Multiple unacceptable photos may require a visit to the ID Office to process a OneCard.
- Photo submissions are manually reviewed. Depending on your choice, you may receive a text message or an e-mail if the photo is rejected. You will have an option to submit another photo.
- *If you have any difficulty meeting any of these guidelines, please contact the [Millersville ID Card Office](#).*
- You may have your photo taken on campus in Boyer Hall, Room 123 during our regular hours, 8 am to 4 pm, Monday through Friday. Please have your M# and a valid photo ID with you. We are closed on all university holidays.

Proceed to the [Photo Sign-in](#) page.