Smile!
Upload a Photo for your new WCU ID before Friday, June 8th

As a new student you are required to have WCU's official student ID, the Ram *e*-Card. You **must** upload a photo for your Ram *e*-Card no later than Friday, June 8, 2018.

Follow these steps to upload your photo:

1) Go to www.RamECard.com
2) Scroll down to the Student/Staff login box and enter your WCU username and password.
3) Click *Upload Your Photo* from the menu on the left
4) Read the criteria for photo size and format
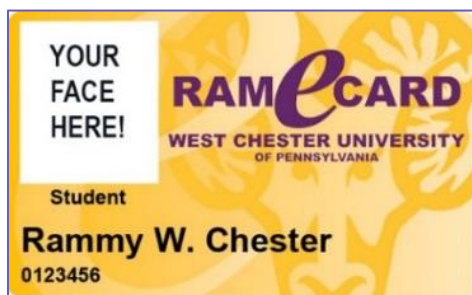5) Enter your WCU email address and upload your photo

After you upload your photo:

1) Your photo will be reviewed by the card office
2) You will receive an email in your WCU email telling you if your photo was accepted
3) Your new Ram *e*-Card will be printed and ready for you to pick up at June orientation!

Wait!

Before you say cheese, read the instructions below on how to take a picture that meets the criteria for an acceptable ID photo.

Questions about the criteria or uploading your photo?
Contact the Ram *e*-Card office.

ramecard@wcupa.edu | (610) 738-0429

Just like a passport photo, your WCU ID photo **must** meet specific criteria. You have two chances to upload an acceptable photo. After two rejected photos you will be locked out of the upload system and must have your photo taken at the card office. If that happens, or if you fail to upload a photo by the deadline, you will be charged an **additional fee** to have your photo taken at the Ram *e-C*ard office.*

Besides having to pay the extra fee, we guarantee you'll like your photo better than ours (flourescent lights never flattered anyone) so be sure to follow these instructions to successfully upload your photo!

Photo Criteria

Ask a friend or family member to take the photo for you rather than taking a selfie (it's easier to get the correct distance and angle)

Find a well-lit place in front of a white or neutral background

Face forward and look straight at the camera

Have your face, neck and the top of your shoulders visible in your photo with some space showing above your head
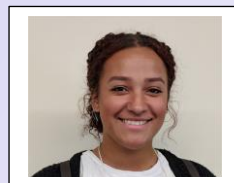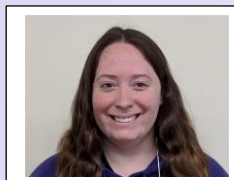
Take your photo in color with no filters

Make sure your face is clearly visible

Make sure nothing is obstructing your face such as hats or sunglasses

Make sure it is just you in your photo

✓ *Facing forward*
✓ *Neutral background*
✓ *Head, neck & top of shoulders visible*
✓ *Visible space above head*
✓ *Well lit, color photo*
✓ *No hats, sunglasses or other facial obstructions*
✓ *No one else in photo*

These photos meet the criteria and would be accepted

Your Photo will be Rejected if You:

Aren't looking straight at the camera, so don't look up, down or send a side-angle photo

Send an up close photo of just your face without your neck and the top of your shoulders visible

Have the top of your head out of the photo frame

Aren't standing in front of a neutral background
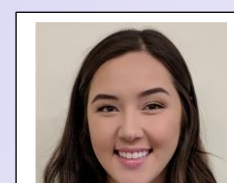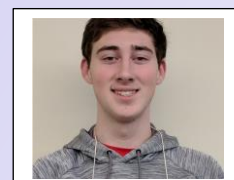
Send a black and white photo

Aren't well-lit and clearly visible or if you use a filter

Wear a hat, sunglasses, or anything else that obstructs your face (this includes having your hands in the photo)

Have anyone in your photo with you (we know you love them, but that includes pets)

✓ *Facing Forward*
✓ *Neutral background*
✓ *Well lit, color photo*
✓ *No hats, sunglasses or other facial obstructions*
✓ *No one else in photo*
X *Visible space above head*
X *Head, neck & top of shoulders visible*

These photos meet some, but not all of the criteria, so they would be rejected

You must bring photo identification to orientation to pick up your new Ram *e*-Card. Questions about acceptable forms of identification can be directed to the Ram *e*-Card office.

ramecard@wcupa.edu | (610) 738-0429