For **ONLINE Graduate Students** Interested in obtaining a Ram Card. Please follow the instructions outlined below:

STEP 1: Take a great photo!
Please be sure your photo complies with our photo guidelines. The guidelines may be found below.

STEP 2: Send us an email
Please send an email from your WCU email address, to the Ram Card office, at
ramecard@wcupa.edu, with the following information:

a. Subject line should read: **Online Student Ram Card Request**
b. Please include, as an attachment to your email:
    i. Your ID card photo from step 1
    ii. A photo of your Driver's License/State ID clearly showing your photo, full name and mailing address.
c. Body of the email should include:
    i. Full Name
    ii. WCU ID Number
    iii. A phone number where we may contact you during our business hours, if needed (M-F 8:00AM-4:30PM Eastern)
    iv. Your mailing address as displayed on your Driver's License/State ID

STEP 3: Wait for confirmation from the Ram Card office
Once your Ram Card photo has been received, you will receive an email approving or rejecting your photo.

STEP 4: Deposit $20.00 to your Ram Bucks account as payment for your card
a. Once your photo has been approved, Visit www.ramecard.com.
b. Scroll down and click the "Student & Staff Login" button and log in using your MyWCU credentials.
c. On the left side menu (or drop menu down on mobile) select Ram Bucks deposit and follow the payment instructions to complete your deposit.

STEP 5: Receive your Ram Card in the mail
Once your Ram Card photo has been approved and your payment has been successfully processed, a card will be created and mailed to the address listed on your Driver's License/State ID as provided.

If you have any questions, please contact the Ram Card office at ramecard@wcupa.edu.
See Photo Guidelines Below.

<u>PLEASE FOLLOW PHOTO GUIDELINES:</u>

PHOTO BACKGROUND MUST BE SOLID WHITE.

Photo must be in JPEG format.

Photo must be in color, no black and white photos permitted.

Photo must show the top of shoulders to top of head with at least one inch of blank space above the head.

Look straight ahead (no profile or 3/4 angle).

No hats, caps, scarves, or sunglasses.

No hands in photo.

No animals or props.

Maintain a straight face or natural smile. No funny or overly posed faces.

No photo filters.

No photos in cars.

No photos with writing, printed words, watermarks.

Photo must adhere to sizing specifications:

- No larger than 1500 x 2000 pixels
- At least 300 x 400 pixels
- File size can be no larger than 2048 KB
- Resolution must be at least 72 dpi

NOTE: If your photo does not accurately represent you, you will be asked to retake your photo before a Ram Card is issued to you.