CAMPBELL UNIVERSITY | Graduate Programs
Lundy-Fetterman School of Business

Student ID Instructions

Obtaining Your Campbell ID

As a new Campbell student, you will need to:

1. **Create your ID photo**
   Please refer to the Guidelines for Creating your ID Photo section below

2. **Submit your ID photo**
   Please refer to the Instructions for Creating and Submitting Your ID Photo section below

3. If we are not able to use your photo, we will ask you to resubmit it, or you may have it taken after you arrive for classes.

Guidelines for Creating your ID Photo

Your photo is the most vital part of the submission process. The Campbell ID Office generally follows the U.S. Passport image guidelines as outlined by the United States Department of State.

For example, you should:
- Be the only person visible with no props
- Take your photo within 6 months of your submission
- Face forward and aim your chin straight (no side profiles)
- Look directly into the camera
- Do not use hand gestures
- Make sure your face is clearly visible (no shadows)
- Use a solid white or off-white background (without a crease or pattern)
- Do not wear sunglasses, hats, graduation caps, gowns or costumes
- If wearing eyeglasses, be sure there is no glare or reflection
- Do not edit the photo or add any filters or effects
- The image should be square, centered and composed to include only the head and shoulders
- Feel free to smile 😊

Examples of acceptable photos:

- Download and install the following app on your mobile device depending on your device type.

  - [Passport Photo Booth for Apple iOS devices](#)
  - [Passport Photo Booth for Android devices](#)

  These apps are freely available on the app stores and you are under no obligation or requirement to pay for a printed photo or purchases any services. We will use the free file that the apps generate.

- Use the app to create your photo following the guidelines noted in the previous section as closely as possible.

- Use the save button to save your single 2x2 (US Size) photo to your device.

- Using your Student email account, attach the photo to an email message and send it to the following mailbox mba@campbell.edu. **Please include your Student ID number <u>and</u> "LFSB Graduate Student ID Photo" in the subject line. Submissions sent from any other email account will not be accepted.**

- If your photo is not acceptable, we will let you know why and will provide you an opportunity to retry

- If you need help with this process you may email our Helpdesk at helpdesk@campbell.edu

- If you are unable to complete the process, or are unable to create an acceptable photo, you will have an opportunity to have a photo taken after you arrive at Campbell. Because of social distancing requirements, we would like to minimize the number of photos we have to take on campus. Your help with this is appreciated.

  Images submitted to the Campbell ID Office will be used on ID Cards for identification purposes and in certain university applications. We reserve the right to refuse any image that does not adhere to the standards outlined.