Student ID -- Photo Submission

*Note: this applies only to students in residential or hybrid programs*

An important part of welcoming you to Calvin Seminary is creating your Student ID card. This card is important because it:

- identifies you as a CTS student
- grants you access to our building outside of normal operating hours.
- gives you access to the Calvin Seminary copy machines.
- allows you to checkout books and resources from the Calvin University Library (a.k.a. Hekman Library).
- gives you access to the Calvin University Fieldhouse facilities.

To get your ID setup and printed before you arrive on campus, we need your help. We need you to submit a photo of yourself that we can add to your ID card. Below are instructions on how to take and submit an acceptable photo.

Please submit your photo as soon as you can. It will feel good to cross that task off your list and allow us to make your first days at CTS go smoothly.

**Photo Tips**

Think of this as a driver’s license photo. Selfies and photos with filters are not acceptable submissions. All photos are subject to approval by the Seminary IT Office.

**DO**

- Use a recent color photo in JPG format
- Keep eyes open and visible
- Use a light colored background
- Center the photo and include a front view of the full face
- Crop the image in a square just above the top of the head to the collarbone
- Use good lighting

**DON'T**

- Wear hats, graduation caps, sunglasses or other items that obscure your face
- Include other objects or people in the photo submitted
- Don't use patterns, texture or scenic backgrounds for your photo
- Use images that have glare from glasses or heavy shadows
- Use images that are overexposed or underexposed
- Use a selfie
- Use photo filters

Examples of unacceptable photos

The most common reasons photos are rejected:
- The photo is too far away - be sure to crop the photo so that it goes from the top of your head to the top of your shoulders
- Exposure - the photo is too light or too dark
- The photo is taken at an angle - be sure to submit a photo of yourself facing forward and looking straight ahead

Please submit your photo as an email attachment to semit@calvinseminary.edu. Please include your full name and put “Student ID Photo” in the email subject line.

If you have questions, please email semit@calvinseminary.edu.

Thank you!