

# UC San Diego Photo Tool

## How to Get the ID Card You've Always Wanted

Read this infographic to learn how to use the UC San Diego Photo Tool and receive your official student ID card!



Why should I use the Photo Tool??



Choose the photo YOU want



Avoid the long lines



Win a NINTENDO SWITCH

# 1

## Visit Photo Tool Webpage

[www.students.ucsd.edu/go/photo](http://www.students.ucsd.edu/go/photo)

## 2 Review Photo Criteria



Submit a photo with a white background



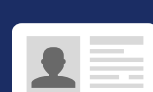
Use Chrome, Internet Explorer, Mozilla, or Safari browsers when submitting your photo

**TIP**

You can find the full list of photo requirements on the website listed above

## 3 Access Photo Tool

- After accessing the Photo Tool, please only complete the "Email Address" field on the personal information page.
- Once the email address field is updated, a link to submit your photo will appear.
- Clicking the link will take you to the Photo Tool upload page.



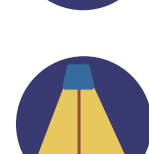
## 4 Upload Photo



NO HATS



NO SUNGLASSES



CLEAR, BRIGHT LIGHTING



SMILE BIG

**TIP**

The Campus Cards Office will deny any photo which does not meet all photo criteria

## 5 Check Email for Response



If photo is approved, no further action is necessary



If photo is denied, you will need to submit a new photo

**TIP**

Please remember to check both your UC San Diego and personal emails for a response.

## 6 Receive your ID Card

### Living On-Campus

- Photo Approved = receive at move-in
- Photo Not Approved/Not Submitted = visit our office to take your photo and receive ID card

### Living Off-Campus

- Photo Approved = receive from our office starting September 9
- Photo Not Approved/Not Submitted = visit our office to take your photo and receive your ID card

## 7 Win a Prize?

- ONE student will win a Nintendo Switch!
- All you have to do is submit a photo which is approved by our office!



Still have questions?

Email: [campuscards@ucsd.edu](mailto:campuscards@ucsd.edu)

In-Person:  
Student Services Center, 3rd floor, Suite 354A