Photo I.D. Submission Instructions

You are required to submit a photo for purposes of identification while attending Summer College. Your photo will be made into an SU I.D. that will be given to you upon checking into your residence hall for your program.

Your card will give you access to your residence hall and dining center for your meal plan. It is critical you take care of this card.

When selecting a photo, please follow these requirements:

- a high-quality, clear, color photo with a plain background
- a front view of your whole face- no other people/animals in the photo
- taken within the last three months
- taken without a hat or dark glasses
- photo must be taken vertically

The **DEADLINE** to submit your photo is **June 12th, 2015**.

- **Email:** sumcoll@syr.edu
  - Must be sent as a .jpg attachment
  - Use your full name as the name of the .jpg attachment (e.g. FirstnameLastname.jpg)
  - Include your SU I.D. in the body of the email

If, for any reason, you are unable to send a photo electronically, you can mail a photo to us.

- **Mail:** Summer College, 700 University Ave., Syracuse, NY 13244
  - Must be wallet or passport photo size
  - Include your full name and SU I.D. written on a separate piece of paper and NOT on the back of the picture

Students who follow this procedure will receive their SU I.D. upon check in. Students who submit their photo after June 12th will receive a temporary SU I.D. and must report to Housing, Meal Plan, and I.D. Card Service Center, 206 Steele Hall during regular business hours to have their photo taken and SU I.D. card made.

The first SU I.D. card is part of the program fee. A $25 cash payment will be required to obtain the first replacement SU I.D. Card. Any subsequent cards will cost $40. Payments for card replacements must be made in cash.

Students should report lost cards to Housing, Meal Plan, and I.D. Card Service Center, 206 Steele Hall during regular business hours. After hours, students should report lost cards to the Department of Public Safety.