

To all new GSD students:

Harvard University would like to have your Student ID card waiting for you when you arrive on campus for the Fall semester, so all we need now is your photo. Your ID card is vital for accessing places and services around campus, such as housing, dining, libraries, athletics, and more. To expedite the delivery of your ID card, submit your photograph on-line between now and July 25th, using the new *Harvard University ID Card Photo Submission Application*.

Here is what you need to do:

1.) Have your picture taken.

You need a digital photo that would be appropriate for official identification and meets the following [criteria](#):

- *Current color photo*
- *Front view full face centered in frame*
- *Cropped from just above the top of head to collarbone*
- *Eyes open and visible and no glare on eyeglasses*
- *No hats or sunglasses*
- *Sufficient lighting with no shadows*
- *White or light gray smooth background*
- *File format must be .jpg*
- *Photo size must be 280x296 pixels*
- *File size cannot exceed 50KB*

If adjustments are needed to your photo, you should use photo editing software (such as the on-line [picnik.com](#)). Harvard University does not endorse this website but it is easy to use, free, and does not require registration. There are [step by step instructions](#) for this on the ID Card Services website

2.) Upload your photo.

Next, log in to the *Harvard University ID Card Photo Submission Application* at <https://idcardphoto.huid.harvard.edu> using your Harvard ID#(HUID) and [PIN](#). Click the browse button and locate the photo you wish to use for your ID card. Click on "Upload!".

3.) Submit your photo.

View your uploaded photo. If this is the photo you want to appear on your Harvard ID card, click "Submit photo". However, if you don't

want this photo to appear on your Harvard ID card, click "*remove photo and start over*" and upload another photo.

4.) *Your photo will be reviewed.*

When your photo has successfully been submitted it will be reviewed by the ID Card Services Office. They will e-mail you within one month whether your photo has been approved or whether you need to submit another photo.

5.) *Receive your ID card.*

You will be provided information about where and when you will receive your Harvard ID card. At that time, we will validate your identity and photo. **You must bring a government-issued photo ID, such as a passport or a driver's license in order to receive your card.**

By submitting your photo on-line, you will avoid waiting in line to have your photo taken after your arrival on campus and then waiting again for delivery of your card.

If you have any questions, please read the [FAQ](#). If you would like to contact the ID Card Services Office, please send them an e-mail at id_services@harvard.edu. Please type "Photo Upload" in the subject line.

Thank you in advance for your attention to this. We are looking forward to your arrival.

Sincerely,

Sean Conlon
Registrar
Harvard University
Graduate School of Design
Office of Student Services, Room 422
48 Quincy St.
Cambridge, MA 02138

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