

ID Card Photograph Request

► Required of all students

Please print or type.

DEADLINE: June 10, 2009

All incoming students must submit a recent photograph by June 10, 2009. Photos should be high resolution because they will be used to prepare your Oberlin College ID card prior to your arrival on campus. Please do not submit scanned photos. Failure to provide a digital photo by the deadline will delay your check-in process.

You will pick up your ID card, which gives you access to residence and dining halls, when you check in at your residence hall in August.

Photo Requirements

Your photo should be a high-resolution picture with head and shoulders forward. No headwear or dark glasses will be accepted. Light-colored backgrounds are preferred. A passport photo is recommended.

Submitting a Digital Photo

You are strongly encouraged to submit a digital photo by sending it to photo-id@oberlin.edu. We prefer that images be saved and submitted in the JPEG file format. Please do not send a low-resolution file or one created by scanning a print; if you do, your ID card will not be ready when you arrive on campus because such files result in pixelated and blurry images. Please use your full legal last

Questions:
440-775-8472 or
resed@oberlin.edu

Return to:
Oberlin College
Office of Residential Education
and Dining Services
Stevenson Hall, Griswold Commons
155 N. Professor St.
Oberlin, OH 44074

E-mail: photo-id@oberlin.edu

name and first name in this format, `lastname_firstname`, as the filename for your photo.

Completing the ID Card Photo Request

If you are unable to provide a digital photo, you may submit a printed photograph. Photos will not be accepted if they are printed on plain white paper from a home computer printer. Photos must be printed on photo paper with a sharp focus. Lightly print your name in pencil along the bottom edge of the back of the photograph. Do not apply too much pressure while writing, as that will "dent" the photograph and mar the image.

Print your full legal name on the form below.

Attach the photograph to the designated space on the form, using a glue stick. Tape, liquid glue, staples, and paper clips should not be used, as they can damage photographs.

Before mailing, fold the form so that the photograph is facing inward and is protected. Return the form to the Office of Residential Education and Dining Services at the address above.

ID Card Photograph Request

Last name _____

First name _____

Middle initial _____

T Number _____

Attach a passport-style
photo here.

I certify that the information provided above is correct and that the enclosed photograph is a true likeness of me.