

## UWG ID Cards for "Distance Learning" Students

To obtain your UWG Student ID Card, please follow these steps:

1. **FAX ONLY:** For security purposes, complete the [Student ID Request Form](#) and fax along with an **enlarged legible** photocopy of your driver's license, state-issued identification card, or passport, to 678.839.5073.
2. **EMAIL ONLY:** Email a clear current photo (800x600 pixels) of yourself to [theCard@westga.edu](mailto:theCard@westga.edu). (**See photo guidelines below**).
3. Allow at least two weeks for processing of your ID.
4. **This is a onetime only process.** Your ID will stay active as long as you are enrolled with the University of West Georgia.
5. This form is only for distance students who are unable to come to campus to have their pictures taken for their UWG Student Identification cards.
6. Make sure the **mailing address listed is correct.** The Wolves Card Office is not responsible for IDs that are delayed, damaged, undeliverable or returned by the post office.

If you have any problems or questions, call the Wolves Card Office at 678-839-6525, Monday – Friday from 8am to 5pm.

### **Guidelines for ID photos**

1. You can use a digital camera or a scanned photograph as long as the picture is clear.
2. Pictures should be taken from a 3 foot distance in front of a SOLID background (preferably white or blue) and include the head and upper-torso facing the camera. **Do not use a close-up of just your face.** No hats, hair wraps or sunglasses are permissible in photo.
3. All pictures should be saved in .jpg format (size: 800x600 pixels) using your 9-digit student number as the file name (i.e. 917123456.jpg)
4. Do not send copyright photos (those made by a professional photographer).
5. Email the file to [theCard@westga.edu](mailto:theCard@westga.edu) with the subject line: Student ID card.
6. Submitted photos are subject to approval by the Wolves Card Office.
7. This does not apply to LOST/Stolen ID's. Only to your initial student ID card.
8. The Wolves Card Office can NOT accept photos that are mailed via the US Postal Service; all photos must be submitted electronically per the above guidelines.
9. Here's a tutorial on resizing images, that you may find helpful:  
<http://www.johnhpanos.com/images.htm>. If you need assistance, many photo centers (like the ones at Staples) can scan and resize photos for you.



## Distance Learning Student ID Request Form

Please **fax** the completed form, along with an enlarged scanned or photo copy of your driver's license or State issued Identification, to

**The Wolves Card Office**

**678.839.5073** with the subject line: ***Student ID Card.***

DATE: \_\_\_\_\_

**Your Name:**

\_\_\_\_\_

(as it appears on your BanWeb Account)

\_\_\_\_\_ Undergrad \_\_\_\_\_ Grad

**Student ID Number** (9 digit #): **917** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

\*\*\*This MUST be a correct mailing address (UWG is not responsible for cards that are returned by the Post Office).

**Phone Number:** \_\_\_\_\_

**E-mail address** from which you are sending the photo: \_\_\_\_\_

**If you have any questions, please call the Wolves Card Office at 678-839-6525, Monday through Friday, 8am – 5pm.**

**Be sure to identify yourself as an on-line student. Thank you.**

**FOR OFFICE USE ONLY:**

Date received \_\_\_\_\_

Date mailed \_\_\_\_\_

Initialed \_\_\_\_\_