

GUIDE FOR OBTAINING A WASHBURN iCARD

1) Submit your photo

Log into your washburn.edu email and to submit your photo to photos@washburnlaw.edu. Include your WIN (Washburn Identification Number) and last four of your Social Security Number. You understand that the photo you submit to photos@washburnlaw.edu will be shared with the law school for use in preparing for orientation.

Photo Specifications – Do's and Don'ts

A current jpg head shot photo of the applicant that meets the photo specifications of the Washburn iCard office.

- Full color, clear with good contrast, WHITE background
- File formatted/saved as a jpg with the applicant's first and last name included in the filename.
- Taken within the past 6 months, showing current appearance.
- Do not send copyright photos (those made by a professional photographer)
- Centered, frontal view of full face and shoulders
- Unless worn daily for religious reasons, all hats or headgear should not be worn.
- Eye glasses are acceptable (no sunglasses)
- If articles/objects such as tinted glasses or religious articles are not visible in your government issued ID, they should not be worn for your photo.



If your photo is unacceptable, you will receive an e-mail reply from the iCard office and need to submit a new photo that meets the requirements. Unacceptable photos include those with other people or objects such as hats or sunglasses, inappropriate expressions or gestures, shadowing on the face, glare on glasses, and over cropping where the hairline or chin has been cropped out.

By requesting this iCard, I agree to the Terms/Conditions on this website www.washburn.edu/icard

2) Verify your identity

We need to verify who you are before printing your iCard. You have two options:

Submit a photo of your government issued photo ID with a piece of mail that includes your name and address.

See example.

Or we will schedule a Zoom meeting with the iCard office to verify your identification.



3) Pick Up

Pick up your ID at the Law School on August 17th. They will be placed in your orientation packet. Your iCard will be needed to use this fall. **They are \$10 to replace**, so keep it in a safe place!

