Student Photo ID Picture Submission Requirements:

- Picture MUST be **in color**, and be a good likeness of you, taken within the last six months.
- You **must** be the only person in the picture.
- **Photos must be headshots** that measure at least one inch in length. They can be larger.
- Photos must be a **clear, front view, full face shot**, taken in normal street attire **without** a hat or dark glasses or any other obstruction of the face, including the head resting on hands.
- Photos should be taken against a plain light background (any light-colored wall will do).
- **No Instagram filters, weird angles, or chopping off parts of your head or face.** This is for your ID, not Snapchat.
- Pictures must be an attachment in **jpeg/jpg** format. Please, **do not** put your picture in the body of the email. Please **DO NOT** send through Google Drive or OneDrive. It will be rejected.
- Submit your picture to **MWCCStudentID@mwcc.mass.edu** Please use the below format in your email:

  **Subject: Student ID Picture**

  **Text: Your Name, Your Student ID Number**

  John Doe, 00123456

  **Sample ID:**

  ![Sample ID Image]

  **A good rule of thumb is to think of this photo as a passport photo***