

## East Stroudsburg University Photo Submission System Steps to secure your ESU eCard

### 1. Steps prior to submitting your photo.

- Before submitting your photo you must pay your **e-fee** confirming your plan to enroll.
- **Instructions to pay your E-fee and your ESU student ID are referenced on your offer of admission email and letter.**
- After payment of the E-FEE, you may email us your photo submission along with your first and last name, your student id number (which is 9 digits), your home address and phone number to [ecard@esu.edu](mailto:ecard@esu.edu)

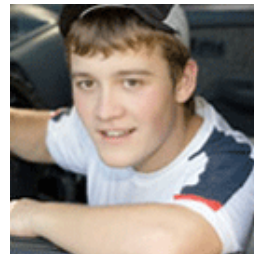
### 2. Guidelines to ensure your photo will be appropriate.

- The image must be a **.jpg** file.
- This picture is for identification purposes, so it must clearly identify you.
- You must be looking **straight** at the camera. (No side profiles!)
- The background must be a **light, solid color**. (White or off-white)
- There can be no borders on the photo.
- There should be a **small space between your head** and the top of the image, as well as a definite contrast between you and the background.
- The photograph must be in **color**, not black & white.
- There can be **no red eye or flash reflection** on glasses or contact lenses.
- **No hats, sunglasses, jewelry**, or garments of any sort that obstruct the view of your face.
- Religious coverings are acceptable.

**This an acceptable photo.**



**This is a bad photo. Hats are not allowed.  
The background must be light in color.**



- Photo submissions are manually reviewed and can take up to two business days for processing.
- The Campus Card Office reserves the right to refuse any photos that do not meet the listed guidelines
- If you have any difficulty meeting any of these guidelines, please contact the Campus Card Office at 570-422-2273 or email me at [rsmith@esu.edu](mailto:rsmith@esu.edu)