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

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