



Campus Card Center

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 submit your photo by following [this link](#).

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, if possible**.
- 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 is an acceptable photo.



**This is an unacceptable 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 Center reserves the right to refuse any photos that do not meet the listed guidelines
- If you have any difficulty meeting these guidelines, please contact the Campus Card Center at 570-422-2273 or email at rfetterly@esu.edu

3. Retrieving your eCard

- After submitting your photo and the eCard is processed, you will be able to retrieve it from ESU's main campus at the Campus Card Center by appointment during business hours of Monday through Friday, 8 A.M – 4:30 P.M. Please contact the Campus Card Center to make an appointment. Alternatively, your eCard will be available for pick up at ESU's Lehigh Valley Center at a predetermined date which will be communicated to you via email.