



Campus Card Online Photo

The online process step by step



Campus Card Photo Service

Standards required to obtain a Campus Card

Standard passport format (portrait) – a head and upper shoulders shot with a **solid white background**. Photo must be in color. Save and submit photo as .jpg or .bmp format.

Example of photo:



- **Photo MUST have a solid white background**
- Normal facial expression
- Eyes open
- No hats or caps
- No 'glamour shots' (such as head tilts, turning sideways, etc.)
- No headphones, wireless hands-free devices, ear buds, etc.
- Head covering may be worn for religious reasons as long as your full face is visible and the head covering does not cast any shadows on your face.
- Prescription glasses are acceptable as long as there is no glare. Tilt your head slightly downward or remove your glasses.
- Dark glasses or non-prescription glasses with tinted lenses are not acceptable unless you need them for medical reasons (a medical certificate may be required)

[Continue](#)

Campus Card Photo Service

Step 1: Choose your electronic photograph and upload

Photo must be in .jpg or .bmp format, maximum file size 2MB.

Choose File No file chosen

Upload Photo

Note for small devices: Scroll down after uploading photo to review if no errors appear.

Step 2: Does your photo look similar to the example with a head and upper shoulders shot, a solid white background, and in color, etc?

[View Photo Requirements](#)

Sample Photo Example



Your Photo

No file submitted

Step 2: Does your photo look similar to the example with a head and upper shoulders shot, a solid white background, and in color, etc?

[View Photo Requirements](#)

Sample Photo Example



Your Photo

No file submitted

◀
Note: Your uploaded photo may have some limitations.

Notice: You have several attempts remaining.

Step 3: Where will you be picking up your campus card?

- Main Campus (University & Student Business Services Office)
- Collierville Campus (Business Office)
- Lambuth Campus (Business Office)
- Law School (Business Office)
- Millington Center Campus (Business Office)

Please note that once submitted you will not be able to make any changes. The office of University & Student Business Services will send an email to your memphis.edu account to confirm whether your photo was accepted or if you need to submit a different photo.

Final Step: [Submit Photo for Review](#)

Campus Card Photo Service

Thank you for submitting a photo for your University of Memphis ID Card. A \$10 card replacement fee is required for this service. Please click on the **Make Payment** button below to make your payment.

[Make Payment](#)

Your photo will be reviewed by our staff within 1-2 business days.

After our review, we will send an email to your memphis.edu account to confirm whether your photo was accepted or if you need to submit a different photo.

Thank you for using the University of Memphis' online photo service!

For questions, please visit our [Contact Us](#) page and choose the most convenient way to get help for you.



Payment Information

* Indicates required information

Total:

\$10.00

Payment Method:*

Credit Card



Account Information

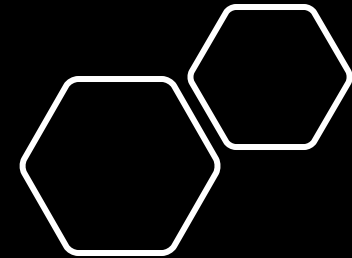
Credit Card Type:*

Select a Credit Card Type

Account Number:*



[Privacy - Terms](#)



If the photo is rejected this will be emailed to you.

Please try again. Your University of Memphis ID photo submission was not accepted.

Thank you for submitting a photo for your University of Memphis ID Card; however, your photo did not meet one or more of the specifications (see below). Please submit a new photo online at your [Campus Card](#).

If you have any questions please reply to this e-mail.

Reason(s):

- Background must be a solid white surface with no other objects showing. No textures such as doors or bricks are allowed.
- Photo is blurry or out-of-focus.
- You must be the only person in the photo.
- Photo is cropped too closely to the face.
- We are no longer accepting photos for the orientation session you selected.