

Important Photo ID Information

All faculty, staff and students at The University of the Arts are required to have and wear their university picture ID badges. These badges are necessary for gaining access to University buildings, checking out books at the library, linking up funds from FreedomPay among other processes.

In order to prepare the IDs before you arrive, we require the following:

1. Please e-mail us a digital picture in portrait format.
2. Photos should be a color head shot from the shoulders up with a plain background. Photos with hats or sunglasses will not be accepted. Photos become property of UArts and will not be returned.
3. E-mail this photo to studentactivities@uarts.edu so we receive it no later than Friday, January 9, 2009.
4. The e-mail subject heading should include a.) your last name, first name, b.) your student ID number, c.) the word “dorm”, if living on campus or the word “commuter”, if living off campus (ex: Smith,Joe-0123456-Dorm).
5. To pickup your student ID during check in, please bring a valid government-issued ID so that we may verify your picture. The only acceptable forms of ID are your Driver’s License, a State-issued Non-Driver ID, a Passport or Military ID.

Once we have your photo, we will produce your card and have it waiting at Hamilton Hall when you check in on January 14, 2009. Please make sure you bring the original copy of your government-issued ID to check-in (see above). Note that we reserve the right not to use any photo that we do not see as appropriate. All photos will be digitally stored in the University computer system for University use only.

This system is a wonderful opportunity. I know that it will save you a great deal of time and avoid long lines during check-in. Have a great holiday, take some time to return this information and we wish you much luck and success during your time with us. If you have any questions, you can reach me at the below contact information.

You may reach us at the contact information below with questions:



THE UNIVERSITY
OF THE ARTS®

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