

# SPARTANCARD PHOTO SUBMISSION AGREEMENT

This form should only be submitted by Students requesting their first SpartanCard.

Type or print clearly

NSU ID #:

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First Name MI Last Name

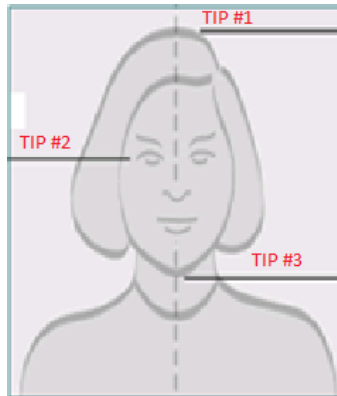
Phone Number

## Submitting your photo

Requirements:

1. Photo should be a digital file in color. **Do not take a picture of a picture.**
2. **The average Android and iPhone may take acceptable pictures.**
3. The photo must have a solid smooth white background and must be centered.
4. Make sure there are no objects visible in the background.
5. You must be facing forward **(please view photo below).**
6. Photo must include the top of your head to your collar bone or the top of your shoulders.
7. Please ensure that there is proper lighting with no shadows or glares.
8. Eyes must be open and your face cannot be covered.
9. You may smile or not, your choice.
10. You may wear prescription glasses as long as they do not present a glare.
11. You cannot wear sunglasses or any non-essential head coverings, unless supported by religious beliefs.
12. You must be the only person in the picture.
13. Do not send a copy of any other form of ID.

## Photo Specifications



SEE BELOW FOR TIP INFORMATION

- Tip #1: Leave adequate space above & below head
- Tip #2: Do not tilt head to either side
- Tip #3: Make sure head is centered in the photo

\*Please note that this is a State issued ID card and is subject to rules and regulations\*

## PROCEDURE

1. Complete this SpartanCard Photo Submission Agreement
2. The SpartanCard Photo Submission Agreement must be emailed to: [spartancardphoto@nsu.edu](mailto:spartancardphoto@nsu.edu). You must send your form and photo from your NSU email account. **Requests will only be processed if it is received from your NSU email account.**

3. All emails **must** have the subject line: Your First and Last name-SpartanCard Photo Submission  
**Example: Jane Doe-SpartanCard Photo Submission**

Your NSU ID# must be listed on ALL documents submitted to the SpartanCard Office.

- Please allow 48 business hours for requests to be reviewed.
- You will receive an email advising if your photo was accepted or rejected.
- Request will not process if requirements are not met or information is incomplete or missing.
- You will be notified if this happens and will be required to resubmit your request, initial processing times will apply.
- Bring the required identification (see below Valid Forms of ID) when you come to receive your SpartanCard.

**\*\*\*PLEASE BE ADVISED: YOU MUST PICK UP YOUR SPARTANCARD IN-PERSON. CARDS WILL NOT BE MAILED OUT\*\*\***  
**\*\*\*CARDS MUST BE PICKED UP BY THE STUDENT AND CANNOT BE PICKED UP BY ANOTHER INDIVIDUAL\*\*\***

#### **Where and what to bring**

The SpartanCard is issued by the SpartanCard office. You must bring an official government/state-issued photo ID. **No copies of IDs will be accepted and no exceptions will be made.**

#### **Valid forms of ID include:**

- Driver's License
- State-issued ID Card
- U.S. or Foreign issued passport
- Military ID
- Birth Certificate and social security card
- Permanent Resident Card

#### **Terms & Agreements:**

The SpartanCard is your official NSU identification card. Although the card is the property of Norfolk State University, it is entrusted to you for your convenience. No account should be accessed by anyone other than the cardholder. **Only the person to whom the SpartanCard is issued is entitled to spend money from, gain access or utilize any other activities allowed on the SpartanCard account.** Unauthorized use, alteration or duplication for fraudulent use warrants confiscation and/or disciplinary actions. **The SpartanCard is the property of Norfolk State University and must be surrendered upon demand or when the relationship for which the card was issued is no longer in effect.**

#### **Regulations:**

1. Rights and privileges associated with the SpartanCard are nontransferable.
2. Rights and privileges associated with the SpartanCard are contingent on active status as a student, faculty, or staff member.
3. Cardholder has the responsibility for reporting the card lost/stolen or that the card number has been compromised immediately.
4. Cardholder is responsible for maintaining the security of the card, the card number and all associated services related to the NSU SpartanCard.
5. Cardholder is responsible for all transactions on the card until the card is reported lost or stolen.
6. All disputes or request for refunds are to be held between the Cardholder and the Merchant where the transaction was initiated.
7. **DO NOT:**  
Give/Loan your SpartanCard or SpartanCard number to anyone else
8. Visit the University's web site for the full SpartanCard policy at [www.nsu.edu/spartancard](http://www.nsu.edu/spartancard)

**Submitting this form to the SpartanCard Office via email serves as your electronic signature acknowledging that you have read, understand and accept this agreement, the SpartanCard Policy and all other terms and agreements associated with the use of the NSU SpartanCard.**

If you have any questions please feel free to call the SpartanCard office at (757)823-9479, email us at [spartancardphoto@nsu.edu](mailto:spartancardphoto@nsu.edu) or visit our website at: [www.nsu.edu/spartancard](http://www.nsu.edu/spartancard). Office hours are Monday-Friday 8am-5pm