Dear Student,

Congratulations on being accepted to Emory University! EmoryCard Services staff are looking forward to working with you on making your Emory experience a great one!

One of the first items you will receive upon arriving to campus is your Emory ID card. The EmoryCard is your official identification card for Emory University and is an identity tool for the safety and security of our campus and community. Your EmoryCard enables you to live the Emory experience through secure, universal, convenient and efficient access to events, goods and services. It can be used in a variety of ways such as a personal Eagle Dollars declining balance card for goods and services at on- and off-campus retail locations, residence hall access, meal plan and dining dollars access, Woodruff Library access, Woodruff PE Center access, and access into other University facilities as assigned.

**Obtaining Your Emory ID**

Prior to your arrival to the Emory campus, all first year students are required to upload a photo using “My First Photo”; EmoryCard Services’ Online Photo Submission tool. Students who do not meet their program’s deadline for uploading a photo will further delay the process in obtaining this important piece of identification. You must submit your photo online no later than:

- **July 25th for Fall Semester**
- **January 2nd for Spring Semester**

*Be sure to read all instructions carefully prior to submitting a photo.* Photos for the EmoryCard must be a standard passport ready headshot with a plain, white background. Photo headshots are to be in color, close up, and cropped from the top of your shoulders, showing a full front view of your face. With certain exceptions for religious accommodations, you are NOT permitted to wear hats, sunglasses, or any other article that may obstruct the face or hair. Photos that do not meet the specific criteria will be rejected and you will be required to restart the process. Once your card is made, your card will then be distributed directly to you at your school’s orientation session.

Get started now! Upload your first photo at [https://www.onecard.emory.edu/1cardphotoupload/](https://www.onecard.emory.edu/1cardphotoupload/) This software application is designed to greatly speed up the process by which new cards are created. Students will encounter a self-edit process that will ensure that pictures are acceptable, loadable, and will allow our office to create an Emory ID Card in advance of your arrival.

The Laney Graduate School will let you know where you can pick up the card.

Should you have difficulties uploading your photo or have any questions, students may call the EmoryCard Services office at 404-727-6095. For more information regarding EmoryCard Services, please visit us at [http://studentfinancials.emory.edu/emorycard.aspx](http://studentfinancials.emory.edu/emorycard.aspx).

Again, welcome to Emory University. We look forward to seeing you soon!

Best wishes,
EmoryCard Services

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