SPASH CARD SERVICES INSTRUCTIONS

Let’s get you ready for move-in! Submit your ID photo and receive your Tulane ID (Splash Card) before you arrive on campus in January.

Email your picture in any format, as an attachment, to splashcard@tulane.edu. Make sure the subject line contains your last name and Tulane student ID number (9-digit number), i.e. “Wilson 123001234.” Your email should include the following information:

- First name
- Last name
- Student ID number
- Preferred first name
- Mailing address

Please submit your photo no later than December 1, 2017. Splash Cards will be mailed on December 5, 2017.

Electronic Photograph Submission Guidelines:

- Recent color photo (within the last year). It must be in focus, with sufficient lighting and background contrast to ensure that the cardholder’s front and head are clearly visible.
- The photograph must be a full-front view of the cardholder, no profiles or angles, similar to a passport photo.
- The cardholder must appear in normal street attire, without a hat or other headgear or dark glasses (unless required for religious or medical reasons).
- The photo must be of the cardholder only.
- The photograph background should be solid white.
- Minimum acceptable dimensions are 600 x 600 pixels.

Visit http://www2.tulane.edu/universityservices/splash-card/ for more information about your Tulane Splash Card.

CONTACT
Splash Card Services
Tulane University
(504) 865-5629
splashcard@tulane.edu