



SPLASH 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
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(504) 865-5629
splashcard@tulane.edu