

How to Upload your ID Card Documents



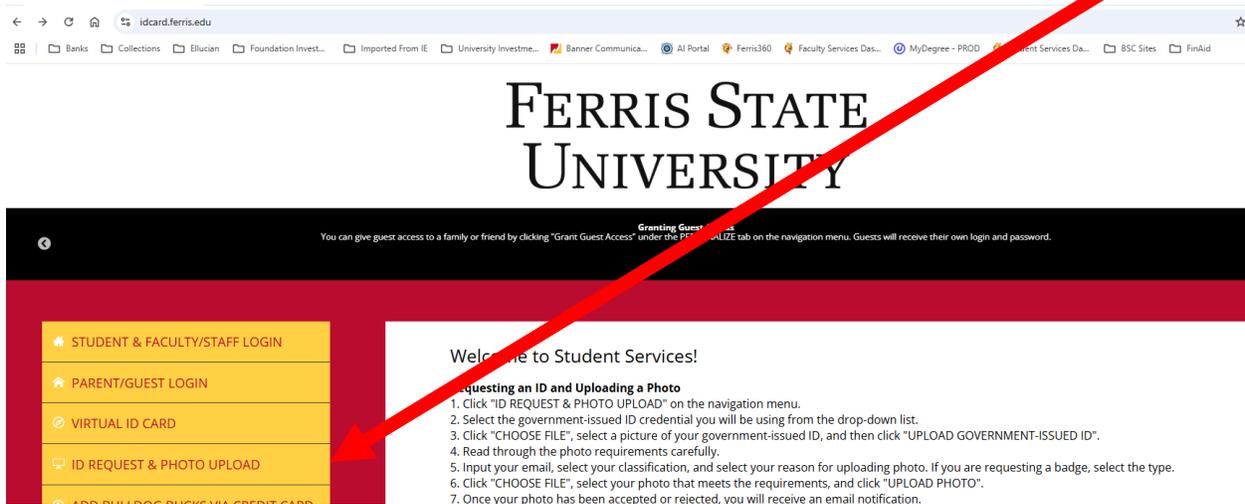
Step 1. Take a picture of your government issued ID.



Step 2. Take your picture using a plain light-colored background.



Step 3. Navigate to idcard.ferris.edu webpage and click on ID REQUEST & PHOTO UPLOAD



Step 4. Select your ID Type from the drop-down list.

Proof of Identity

Students and faculty/staff must upload a valid, government-issued photo ID in order to obtain a Bulldog ID Card, student badge, or update profile picture. **Your ID will be encrypted and stored on a secure server. Once your photo is reviewed, your ID will be deleted from storage.**

Acceptable forms of ID include:

- Driver's License
- State Identification Card
- High School Student ID
- Passport/Visa
- Permanent Residence Card

ID Type

Government-issued ID Image File: (Front)

CHOOSE FILE

UPLOAD GOVERNMENT-ISSUED ID

Step 5. Click on Choose File and find the picture of your government issued ID.

Step 6. Click on Upload Government Issued ID.

Step 7. Select New Admitted Student or Attending Orientation from the Classification drop-down list.

Photo Upload

Photo Requirements:

- PLAIN, LIGHT BACKGROUND
- Photo must be from the top of shoulders to top of head with some blank space above the head
- Looking straight ahead (no profile or 3/4 angle)
- No hats, caps, scarves, or sunglasses
- No animals or props
- A straight face or smile (no funny faces)
- Eyes should be open and looking at the camera
- No photo filters
- No photos in cars
- JPEG format, color photo
- No larger than 1500 x 2000 pixels, no smaller than 300 x 400 pixels
- File size no larger than 5000 KB
- Resolution must be at least 72 dpi
- If your photo does not accurately represent you, you will be asked to retake your picture before we issue your card to you.

Email: (required)

wencin@ferris.edu

Classification: (required)

New Admitted Student or Attending Orientation

Reason for Uploading Photo: (required)

First ID Card (no fee)

Photo file:

CHOOSE FILE

UPLOAD PHOTO

Step 8. Select First ID Card (no fee) from the Reason for Uploading Photo drop-down list.

Step 9. Click Choose File and navigate to your headshot photo.

Step 10. Click Upload Photo.