



Getting your Lincoln University ID Card

Dear Lincoln University students,

The Office of Information Technology is pleased to welcome you back to the Lincoln University campus where we can continue to provide you with an exceptional level of service. In preparation for your arrival we are giving students the opportunity to send in an ID Card Photo prior to **Move-In Day**.

Please note, a new photo is only required for students who DO NOT already have an ID photo in our system.

If you are a returning student who is in need of a reprinted ID card you can send an email to: lioncard@lincoln.edu.

The procedure for submitting ID card photos is as follows:

Step 1: Email a passport quality photo to lioncard@lincoln.edu from your Lincoln University email account. In the email please include your full name, student ID number, and phone number. Some things to consider when taking your photo:

- Picture should be a color photo taken in the last 6 months.
- Use a clear picture of your face. Do not submit photos with the use of filters.
- Have someone else take the photo, no selfies allowed.
- Remove non-prescription eyeglasses, and any head or face coverings that are not associated with a religious belief.
- Use a plain white or off-white background.

Additional criteria for these photos can be found on the travel.state.gov website, [here](#).

Step 2: If the photo submitted meets the specified criteria, the Lion Card office will preprint the ID card and it will be available for pick-up on move-in day.

Step 3: Report to the Office of Information Technologies Lion Card Office located on the **first floor of Dickey Hall** to retrieve your pre-printed card. ID cards will be available for pick-up beginning on move-in day. A valid photo ID will need to be presented to pick-up your Lion Card.

If for any reason students are unable to provide a photo meeting the necessary specifications students will have the opportunity to take a picture on **Move-In Day**.

Please submit any questions regarding this process to lioncard@lincoln.edu