

PHOTO SUBMISSION GUIDELINES



Congratulations on your Acceptance to FAMU College of Law!

All incoming law students are encouraged to submit a photograph for your University ID card prior to arriving on the College of Law campus. To have your Rattler Card available upon your arrival, you may email your photo to the College of Law Rattler Card Unit. Photo submissions should be emailed to law.rattlercard@famuedu. Photos submitted at least two weeks prior to your arrival for Foundations (first-year Orientation) should allow us time to have your Rattler Card available once you arrive on campus. Please note, Rattler Cards are not printed on-site and time is allotted for processing and shipping to the College of Law campus.

Your initial Rattler Card is free of any additional charge. **Replacement ID cards are \$15.00 payable by check, money order, or cashiers check ONLY** to the College of Law Business Services office. Requests for replacement cards must be made through iRattler, with an additional notification email sent to the College of Law Rattler Card Unit.

To ensure your photo is accepted, you must meet the following criteria:

- Current photo
- Save in .jpg format **ONLY** as **FIRSTNAME.LASTNAME(studentID#).jpg**
- Plain white or off-white background (no patterns, textures or scenic backgrounds)
- Centered face with neutral facial expression or a natural smile
- Face straight ahead; no tilting head or angles
- Cropped from just above the top of the head to the collarbone
- No hats, scarves or sunglasses or any article that may obstruct the face or hair
- No other visible people or objects
- High resolution photography strongly recommended
- Do not use filters of any kind (black & white, sepia, Photoshop, etc.)



APPROVED PHOTO



UNAPPROVED PHOTO

Refusal to comply with any or all of these conditions will result in your ID photo not being accepted and your card not being processed. **Please Note:** When retrieving your ID card from the Rattler Card Unit, you **MUST** present a valid Photo ID.

By submitting a photo for your official Rattler Card ID, you agree the photo may be used by Florida A&M University for official business. **Please contact the FAMU College of Law Rattler Card Unit if you have any questions about this policy or procedure at law.rattlercard@famuedu.**

Once you have successfully completed submission of your Rattler Card Photo, you have completed an additional step in becoming a FAMU Law Student!