CSUB Online Photo ID Submission Guidelines

- We accept photos in JPG, PNG, and GIF formats.
- Photo should be in full color and in-focus with adequate lighting.
- Photo should be taken against a white, off-white or light background.
- Avoid "busy" backgrounds that distract from the picture or make it difficult to see.
- Do not submit photos in black and white, sepia, or with any effects or filters applied.
- The photo must show a close-up of your face and shoulders; upper clothing must be visible.
- Your face and eyes must be clearly visible.
- If you wear glasses, ensure there is no reflection and the frames do not obstruct your eyes.
- Caps, hats, dark glasses and other accessories are not acceptable.
- Do not include additional people, pets, or objects.
- Religious headwear is allowed but it must not cover your face.
- The photo should reflect your current appearance and taken within the last six months to a year.
- Look straight ahead with a relaxed face, not frowning. Feel free to smile!
- If your photo does not meet these guidelines, it will be declined, and you will need to submit a new photo.

Photo ID or Government-issued ID must be provided when picking up your CSUB RunnerCard.

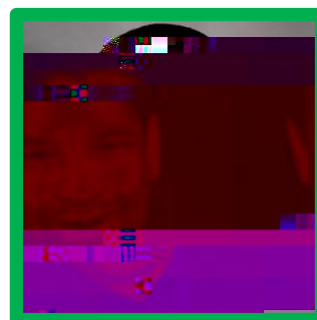## Correct and Incorrect Photo ID Examples

No Hats or Sunglasses

Busy/Dark Background
Not Looking at Camera

Multiple People
in Photo

GREAT PICTURE!