

Submitting Student ID Photos

Allen College student IDs are required for designated building access and clinical site identification. IDs will be dispersed at orientation. IDs are printed **three weeks prior to orientation**. **It is very important to submit your photo as soon as you can following the steps below:**

1. Download the *Passport Booth* mobile application that is compatible with your smart phone.
2. Take photo using the application guide. Photos must be taken against a (**flat, neutral**) background and must not cut off any part of head or face. Please remove glasses to eliminate lens glare.
3. Tank tops, spaghetti strap tops or front revealing tops will not be accepted
4. Remove all facial piercings.
5. Email the photo to yourself from the application.
6. Forward the photo to Admissions@allencollege.edu. In the message, please include your **name (if you have a nick name or preferred name please indicate in this email), program, and start term**.

Photos not meeting the above standards will be rejected. To avoid potential delays in delivering student ID or inhibiting access and necessary services at Allen College, be sure to follow the outlined steps. Please contact Admissions@allencollege.edu or (319) 226-2014 with questions.

