New BSU International Students...

1. Take your photo, if possible. Ball State ID Card Photo Requirements

Take a photo of your face and shoulders against a white background. Do not wear a hat, face coverings, or sunglasses in your photo. Head coverings are acceptable only if demonstrated to be worn in accordance with religious beliefs or as a result of medical treatments, and then only if the head covering does not obscure or obstruct the face (any facial covering must be removed temporarily for the picture). **Ball State ID card photo should be similar in style to your passport photo.**

If needed, you can come to the Rinker Center office to have your photo taken.

2. Send your photo. Provide Contact Information and a Photo

Once you have an acceptable photo available, send an email with the following information and the photo attached to idphoto@bsu.edu before August 17, 2020.

- **Subject Line** containing your "full passport name - class level" (Example: Joe Smith – Freshman)
- **Message Text** containing:
  - Your Ball State ID Number
  - Rinker Center for International Programs – Student Center Room 102
    1001 University Ave – Muncie, IN 47306
  - A telephone number where you can be reached if we need to contact you
- **Attach your photo.** Follow the **Ball State ID Card Photo Requirements** to take your photo.

3. The Rinker Center will receive your ID card and email you to come to our office to pick it up.

[Click for more information about your Ball State ID Cards.](#)