

Instructions for Online Students Requesting a Student V OneCard

Students should send their request to cardservices@utrgv.edu using their **UTRGV email account**, **NOT a personal email account**.

The requestor should provide the following:

1. Scan of a photo ID (driver's license or other state issued ID)
2. A digital photo. Please adhere to the requirements below:
 - a. Quality: Full color. A true image and not altered in any way. Clear, sharp and in focus with minimum reflective light on face. No red-eye, no reflected light or shadows on the face.
 - b. Pose: Head straight to the camera and centered with a clear gap around the sides and top of head, including hair. Maintain a neutral expression and ensure you have no hair across your face or eyes, as both must be clearly visible.
 - c. Background - Strong contrast between image and background.
 - d. Glasses may be worn but the eyes must be clearly showing through glasses with no reflection.
 - e. No sunglasses may be worn. Tinted prescription glasses may be worn provided the eyes are still visible.
 - f. Without hats, head coverings, or head bands, unless for religious or medical purposes.
3. Mailing Address