

# STC ID CREATION POLICY (COVID19)

All students/faculty/staff are required to obtain a student identification card. In an effort to ensure safety and proper social distancing, we have revised how student ID's are created. Please follow these steps to ensure that your ID can be created:

- 1) Student or Faculty/Staff will take your most recent headshot.
  - Photo must be in .jpeg, .png, or .gif format
  - Photo must be a single, straight forward headshot **ONLY**, with a solid colored background of any color, however a white or light colored background is preferred.

Here are is an example of an **ACCEPTED** photo format:



Here is an example of a **NOT ACCEPTED** format:



- 2) The photo **MUST BE** sent from your school issued email account, i.e. @savannahtech.edu. and be sent to the Office of Admissions: [Admissions@savannahtech.edu](mailto:Admissions@savannahtech.edu).
  - **PHOTOS SENT FROM PERSONAL EMAIL ACCOUNTS WILL NOT BE ACCEPTED**
  - **The email should include your full name and assigned student ID number**
- 3) Once the ID is created, a confirmation email will be sent from an Admissions staff member, notifying you of a time to pick up your ID from the Student Affairs Suite at the Main Campus during the first week of classes.
- 4) You must confirm your pick-up date/time to avoid extended waiting and to help us continue to practice safe social distancing measures.
- 5) Please allow 2-3 business days for you to receive a confirmation time for pick up.