



# Employee/ UW Affiliate Identification Card Request Form

Full name: \_\_\_\_\_

UWinnipeg department name: \_\_\_\_\_

OR UW Affiliate name: \_\_\_\_\_

## Process to request new and replacement ID cards:

1. Please complete this form (This form may be used by UWinnipeg employees and by staff of UW affiliates including Diversity Foods.)
2. From your UWinnipeg or UW affiliate employee email account, send this form with a JPG image of yourself as an attachment to [studentcard@uwinnipeg.ca](mailto:studentcard@uwinnipeg.ca)

Similar to a passport photo, the identification photo must show your shoulders and entire head and be taken straight on with face, eyes, and shoulders centered and squared to the camera, but unlike a passport photo, you can smile! Photos are subject to approval by Student Central.

## Tips for a great photo:

- Avoid a busy background; use a wall that is a solid, light colour. (Do not take the photo in your car.)
- Ask someone to take the photo for you.
- Use a camera with high quality resolution.
- Ensure the area is well lit, so the photo is in focus with no shadows, glare, or pixilation.
- Do not wear sunglasses, a hat, or headband.
- Smile!

Employee ID cards will be printed and ready for pickup at Student Central (489 Portage Ave.) four business days after photo submission to [studentcard@uwinnipeg.ca](mailto:studentcard@uwinnipeg.ca). Student Central will reply to your email to confirm that the card has been made.