**Instructions for Submitting ID Badge Photograph**

New students must submit a photograph to MUSC Department of Public Safety prior to orientation to streamline their check-in process. The photo must meet the following requirements for approval and be submitted no later than 12:00 pm on the Friday two weeks before orientation:

- Color photo
- Background must be a solid color, preferably of a lighter shade
- Must be a frontal view, cropped from the shoulders up to include the full head. No side views.
- No other person or objects in the photo (eyeglasses are acceptable, no sunglasses or hats)
- Format can only be JPG or JPEG.
- Any subsequent uploads will overwrite the previous one.
- All replacement badges will incur a $15 replacement fee.
- If you are experiencing issues, please contact MUSC Department of Public Safety by email: badge-photo@musc.edu

**ATTENTION**

**INCOMING STUDENTS**

**Badge Photo Submissions**

Incoming students are required to submit badge photos through the web portal. Links can be found in the Student Portal, WebAdvisor, and directly at [https://portal.musc.edu/studentbadge/BadgePictures](https://portal.musc.edu/studentbadge/BadgePictures).