



Extended Education & Outreach Form to Obtain NCard

Return this form, check for \$20.00, your photo (unless sending picture file) and photocopy of ID to:

NCard Office
Rm 121 NE Union
Lincoln, NE 68588-0459
Email picture file to: ncard_office@unl.edu

Last Name _____ First Name _____ NUID# _____

Be sure to include with your form:

1. **\$20.00 check payable to the University of Nebraska – Lincoln.**
2. **Photo Requirements:**
 - Picture file must be in either .tiff or .jpeg format for email or 3"x5" matte finish photo for mail.
 - Head and shoulder (portrait shot) face must be clearly visible and facing forward — no profile shots, sunglasses or hats.
 - Photo must be in color.
 - Student must be the only person in the picture.
 - No graduation caps, gowns, or costumes can be worn.
 - Photograph must have a uniform white or light blue colored background.
 - Nothing can be touching the face such as hands, trees or graduation certificate.
3. **A photocopy of the front and back of a photo ID such as a driver's license or passport or government issued photo identification.**
4. **In the space provided below, please include the mailing address of where you would like your NCard mailed. *If that mailing address does not match the address on file with UNL, you must also submit a copy of a utility bill or credit card statement in your name that matches the address of where the card is to be mailed.***

If you have any questions, please call the NCard Office at 402-472-7331.

Thank you.