

Criterion: You **MUST** be an off-campus distance student at the University of Winnipeg. You **MUST** reside outside of Winnipeg, MB and are unable to be on-campus for this process.

IF you meet the above criterion, the process to receive a

University of Winnipeg Student ID Card follows:

Step 1:

An e-mail **MUST** be sent from the student's University of Winnipeg e-mail account (sample: Joe.Smith@iam.uwinnipeg.ca) to:

studentcentral@uwinnipeg.ca

Step 2:

The e-mail **MUST** contain the full student's name, University of Winnipeg student number and a complete return address. If any of this information is incorrect and cannot be verified, the ID card process may be delayed.

Step 3:

The e-mail **MUST** contain a **digital photo in .jpeg format as an attachment.**

Step 4:

The digital picture **MUST** be taken above the shoulders and include the whole face.

Note: Photos that include sunglasses, hat or headband will not be accepted.

Step 5:

Once the Student ID Card has been processed and all of the information has been appropriately verified by University of Winnipeg staff, the completed ID card will be mailed back to the student.