

The Wildcat Card is the official Kansas State University identification card to be used while attending or employed by the university. The card is valid for students while enrolled at K-State and for current, retired and emeritus employees of the university. It must be carried at all times while on campus. It bears the holder's name, Wildcat ID (WID) and account numbers, photo and signature. The WID number is a nine-digit number permanently assigned by the university to uniquely identify each member of the K-State community.

The card serves not only as general identification but identification for course exams, use of K-State Libraries, access to recreational facilities, access to dining services, security access to residence halls, obtaining medical records and use of Lafene Health Center. Other uses for the card include purchasing functions, use of K-State Student Union services and admission to selected K-State athletic events.

The card is for the holder's personal use only. Services covered by this card are not transferable to other individuals. The card must be presented to any officer or employee of the university when asked for identification.

To obtain a Wildcat Card, proof of identity must be demonstrated by showing a government issued photo ID such as a state issued driver's license, state issued ID card, military ID card or passport. New students will be charged \$18 for the card.

#### **Photo Guidelines**

- A picture is mandatory in order to receive a Wildcat Card.
- Hats, sunglasses, bandannas and any other clothing that might obstruct the view of the face may be not worn. ID Center staff must approve items worn for religious purposes or because of a disability at the time of photo capture.
- No picture retakes are allowed unless the picture is unusable due to closed eyes or other unforeseen problems.
- Students can request a copy of their own photo by filling out an [K-State ID Photo Release form](#). Photos are in jpeg format and will be emailed only to K-State email addresses. Photos are provided at no charge.
- Academic advisors can view photos of their advisees in several locations in KSIS, including Advisor Center and Student Services Center. A printer-friendly advisee photo roster is also available to download and print. See [View and Print Advisee Roster](#) for details.
- Faculty can view student photos in several locations in KSIS, including Faculty Center and Student Services Center. A printer-friendly class photo roster is also available to download and print. See [View and Print Class Roster](#) for details.
- For additional information on student photos in KSIS, see [What's New – Student Photos](#) on the KSIS help website.
- Requests for student photos by members of the press should be directed to the [Division of Communications and Marketing](#).
- Other members of the public can request photos through the K-State's official records custodian in accordance with [K-State's open records policies](#).

### **Preferred Name**

- Use of preferred name is allowed on the card. Visit <http://www.k-state.edu/registrar/students/nameinformationfaqs/> for more information and to request a preferred name. IDs with a preferred name will be issued 24 hours after the online request form is completed and received.

### **Safeguard of Wildcat Cards**

- Protect cards from damage caused by rubbing or scratching.
- Do not punch holes in the card.
- Keep the magnetic strip unobstructed and use the card only for its intended functions.
- Protect the card from access by others at all times.
- Defective or damaged cards will be replaced at the ID Center in the Union. The ID Center staff determines defective and/or damaged cards.

### **Lost/Stolen Wildcat Cards**

- Lost or stolen cards should be reported immediately to the ID Center in the Union. ID Center hours are 8 p.m.-5p.m. Monday - Friday. The ID Center phone number is 785-532-6399. Messages can be left after hours or on weekends.
- A \$20 non-refundable replacement fee applies for replacement cards issued.
- All transactions performed prior to report of loss/theft are the responsibility of the cardholder. All transactions that occur when a card is lost/stolen are subject to verification by the ID Center.
- Individual departments and agencies of K-State may institute specific policies for lost/stolen cards.
- Cards that have been replaced due to loss or theft are de-activated and cannot be re-activated. The replacement card may access balances remaining on a Cat Cash account.

### **Misuse of Wildcat Cards**

- Those persons misusing the Wildcat Card by loaning (considered theft of services), falsifying, altering or using a card without authorization are subject to disciplinary action and/or prosecution and will be assessed a misuse fee.
- A \$20 misuse fee will be assessed to any cardholder whose card has been confiscated due to misuse. Upon payment of the misuse fee, the Wildcat Card will be returned to the cardholder.

### **Cat Cash Debit Account**

- [Cat Cash](#) is a prepaid debit account that is utilized for purchases throughout the Union and multiple on-campus locations.
- Cardholders may open or add to a Cat Cash account at the ID Center.
- All remaining balances are 100% refundable during the last two weeks of the spring semester or with verification of departure from K-State.
- A \$10 fee will be assessed for all other fund withdrawals.

### **Conference Services**

- The ID Center may issue special use cards for conference utilizing the K-state campus and/or Union facilities.
- Request meal cards with the [Conference Card Request form](#).