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 card fees are listed at union.k-state.edu/idcenter.

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 a.m.-5 p.m. Monday - Friday. The ID Center phone number is 785-532-6399. Messages can be left after hours or on weekends.
● A non-refundable fee applies to replacement cards, see fee details at union.k-state.edu/idcenter.
● 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 (fee subject to change). 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 (fee subject to change).

Conference Services
● The ID Center may issue special use cards for conferences utilizing the K-state campus and/or Union facilities.
● Request meal cards with the Conference Meal Card Request form.
Global Campus Wildcat card

- To apply for a Wildcat card, the following criteria must be met:
  - Be enrolled in "for credit" classes through K-State Global Campus.
  - Live more than 50 miles from the Kansas State University Manhattan campus.
  - Valid United States address as verified in KSIS.
    - The card will be mailed to the permanent address.
  - Digital electronic color copy of your government-issued photo identification (ID)
    - Valid or expired, undamaged U.S. passport book or passport card
    - In-state, fully valid driver's license or enhanced driver's license with photo
    - In-state, fully valid learner's permit with photo
    - In-state, fully valid non-driver ID with photo
    - Temporary driver's license with photo
    - Certificate of Naturalization
    - Certificate of Citizenship
    - Government employee ID (city, county, state, or federal)
    - U.S. military or military dependent ID
    - Current (valid) foreign passport
    - U.S. Permanent Resident Card (Green Card)
    - Enhanced Tribal Cards and Native American tribal photo ID
  - Digital picture to be used on the Wildcat card
  - Payment of the card and postage fees
    - New or replacement card fee (see union.k-state.edu/idcenter) + $1.50
      postage (postage subject to change)

Digital picture to be used on the Wildcat card must conform to the following restrictions:

**Do:**
- Color
- Taken in front of a plain white background
- Full face view looking directly at the camera
- Neutral facial expression
- Both eyes open
- Capture area of 3 inches below the chin and 2 inches above the top of the head
- In .jpg or .jpeg format, no larger than 6MB

**Don't:**
- No shadows on the face or background
- No hats or head covers, sunglasses, headphones or wireless devices that obstruct the face
- No glare on glasses
- No other visible people, pets, or objects in the photo
- No side angle of the face
- No Black and White photo
- No group photo
- No blurry photo
- No inappropriate expression

To apply for a Wildcat card follow the link below. K-State EID sign in is required to access the application process.

Global Campus Wildcat Card Application