

K-State ID Center Policies

The Wildcat Card is the official Kansas State University (K-State) identification card to be used while attending or employed by the university or its local agencies (K-State Student Union, K-State Athletics, Collegian Media Group, K-State Alumni Association, and Kansas State University Foundation). The Wildcat Card is valid for students while enrolled at K-State and for current, retired and emeritus employees of the university and its local agencies. 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 K-State and its local agencies.

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

The Wildcat Card is for the holder's personal use only. Services covered by this card are not transferable to other individuals. The Wildcat 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 presenting 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 issues.
- Students can request a copy of their Wildcat Card photo by filling out a [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.
- Requests for student photos by members of the press should be directed to the [Division of Communications and Marketing](#).
- Members of the public may request Wildcat Card photos through the K-State's official records custodian in accordance with [K-State's open records policies](#).

Preferred Name

- Use of a preferred name is allowed on the Wildcat Card. Visit <http://www.kstate.edu/registrar/students/nameinformationfaq/> for more information and to request a preferred name. Wildcat Cards with a preferred name change will be verified and processed no sooner than 24 hours after the request 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 K-State Student 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 K-State Student 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 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 reactivated. The replacement card may access balances remaining on a Cat Cash account.

Misuse of Wildcat Cards

- 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 without notice). 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 K-State Student 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 without notice).

Conference Services

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

Online photo submission

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 coverings, 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

Online Wildcat Card application

- To apply for a Wildcat Card, the following criteria must be met:
 - Be enrolled in "for credit" classes through K-State's Salina, Manhattan, or Olathe campuses.
 - Provide a digital picture to be used on the Wildcat Card that complies with Online Photo Submission section.
 - Provide a digital signature.
 - Agree to pay the New Wildcat Card fee (see union.ksu.edu/idcenter)
 - Charges will be applied to your KSIS account.
- Apply for the Wildcat Card online at <https://union.ksu.edu/idcenter>
 - To pick up your Wildcat Card
 - Visit the designated ID Center location for your enrolled campus.
 - Bring valid, non-digital government issued photo ID:
 - State Driver's License or State ID
 - Military ID
 - National Passport (U.S.A. or Foreign with valid VISA)
 - Most recent High School ID card
- Only the enrolled student may pickup the Wildcat Card; friends and family members are not permitted to pickup the Wildcat Card on the student's behalf.

Global Campus Wildcat Cards

- 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
 - Provide a digital electronic color copy of your government-issued photo identification (ID)
 - 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
- Provide a digital picture to be used on the Wildcat Card that complies with Online Photo Submission section.
- 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 without notice)
- Apply for the Wildcat Card online at <https://union.ksu.edu/idcenter>