Western ONECard

Your Western ONECard is more than just a photo ID Card. The ONECard also functions as a library card, meal plan card, is used for door access and with your bus pass. If you are new to Western, you will need to obtain your Western ONECard.

INSTRUCTIONS FOR OBTAINING YOUR WESTERN ONECARD

To assist you with obtaining your ONECard, Western has an online service for submission of your photo available through Student Center. The photo upload service will be available on June 1, 2021. **Log into the Student Center using your Western Identity (created once you have a Western student ID number).**

To ensure your Western ONECard is available for you at your orientation, please upload your photo **no later than August 1, 2021**, along with one piece of government-issued photo ID that shows your legal name. Once you are satisfied with your photo submission, choose the "final submit" option to allow us to begin processing your Western ONECard.

Please note the following:
To produce your Western ONECard we require a photo that is:

- Colour
- Clear with good contrast
- At least 120px wide and 150px tall

In addition, the photo must meet the following criteria:

- The photo is of you alone.
- The photo shows your head and shoulders only.
- You have a neutral or smiling facial expression and are looking straight at the camera.
- Your eyes are open and clearly visible. Glasses, including tinted prescription glasses, are acceptable provided that the eyes are clearly visible. Sunglasses are unacceptable.
- There is nothing on your head, unless it is worn for religious beliefs.
- There is nothing obstructing the view of your face. (Veiled students, please contact Student Central at 519-661-2100 to make special arrangements to have your picture taken.)

Photos should be similar in nature to a passport photo and will remain on your Western ONECard for the duration of your studies at Western. Western reserves the right to not produce a Western ONECard where the photo submitted does not meet the criteria listed above.

NOTE: *This photo will follow you throughout your training here at Western and will be used for reference by your professors when conducting your evaluations. Please carefully consider whether the photo you are submitting is one you wish evaluators to see.*

PICKING UP YOUR WESTERN ONECard

Western ONECards cannot be mailed to you at this time. **Pick up by appointment only, on a Monday or Thursday**, can be arranged as follows:

1. Email photoid@uwo.ca from your Western email
2. Include your student number and reason for picking up

When picking up your Western ONECard, you will need your student ID number and one piece of government-issued photo identification such as:

- Driver's license
- Passport
- Citizenship card

The name on your identification document **must match** the name that Western has on file for you.

FREQUENTLY ASKED QUESTIONS

I previously completed studies at Western; will I receive a new card?
If you have previously been a student at Western, you will not receive a new Western ONECard. Your existing card will be reactivated with your new enrolment in Schulich Medicine & Dentistry.

I had a Western ONECard but I lost it. Where can I get a replacement?
If you had a Western ONECard and lost it, you will need to replace it. A fee of **$32.00** applies for all replacement Western ONECards. To replace a lost, stolen, or damaged Western ONECard, log in to your Student Center and use the Western One Photo Card Upload service.

For more information on the Western ONECard, please visit the Office of the Registrar website.