

Alumni OneCard Request Form

(Use for Initial Cards and Replacement Cards)

To have an Alumni OneCard created and mailed to you, please send the following to the OneCard Office:

1. This form with the information completed,
2. A passport style photo. *[Required for Initial cards only]*
3. A check payable to Smith College, for the card fee. (\$15 for the initial card or \$20 for a replacement card).
4. A photocopy of a Driver's license or other government issued ID.

The address for the OneCard Office is: OneCard Office
Stoddard Hall 24
Smith College
Northampton, MA 01063

Note: If you are not able to provide a passport style photo, please send or email this form and a copy of your driver's license to the OneCard office (onecard@smith.edu), so that we can create your account. We will contact you with information on when you can come to the OneCard Office to have a photo taken*. Payment can be made by cash or check when the card is picked up.

Requirements:

- Photos must be in a passport style pose (i.e. just the individual's head and shoulders square to the camera against a plain white background), and be 2" x 2" in size. (no hats or sunglasses please)
- The name on the ID provided (i.e. driver's licenses) much match the name in the College's Alumni records.
- Allow one to two weeks for processing.
- The address to mail the completed card much match either the address on file with Smith or the address on the driver's license provided.

To have access to the Smith College Athletic facilities, Alumni must purchase a gym membership. Information on gym memberships is available at www.smithpioneer.com, select Facility Information and Hours, then Alumnae Gym Memberships at the bottom of the page.

Is this a replacement of an existing Alumni card? Yes / No [Replacement requests do not require a photo]

Name: _____ Smith 99 # (if known): _____

Email Address: _____ Phone #: _____

Class Year: _____

Address to mail completed card: _____

* Due to work load at the start of the school year, we do not take photos for Alumni cards from August 24 – Sept 14.

For Questions, please email onecard@smith.edu, call 413-585-3082 or come to the Smith OneCard Office in Stoddard Hall, room 24.