

## OCAD U ID Card for On-site Courses

We are delighted to be welcoming you back to campus. In order to maintain a safe and healthy environment, we will all need to work together and follow the guidelines below. You will need an **OCAD U ID card** and to use the **OCAD U Safe App**.

Your OCAD U ID card is required to access the campus and is used for swipe entry to all OCAD U buildings. Your ID card will be enabled for swipe access once you have submitted your Proof of Vaccination using the OCAD U Safe App (found in the [Apple App Store](#) and [Google Play](#)), as per OCAD U's COVID-19 vaccination requirement policy.

## How to get your OCAD U ID card

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Please email [continuingstudies@ocadu.ca](mailto:continuingstudies@ocadu.ca) with your **full name and a photo of yourself**.

It will take approximately 1 week to complete the card once you have emailed your photo. Please email your photo as soon as possible to begin the process.

### Your photo must:

- Be taken within the last 12 months
- Be correctly oriented, 50mm wide x 70mm high / 5x7cm (the same ratio as a passport photo) and no larger than 1 MB
- Use uniform lighting, without shadows or reflections, and must be clear, sharp and in focus
- Show the full front view of your face with your eyes open and clearly visible
- Have your face and shoulders centred and squared to the camera and does not include your body, arms, hands or side
- Reflect/represent natural skin tones (photos with filters applied will be rejected)
- Include only religious or medical head coverings
- Feature a neutral facial expression or natural smile, only.

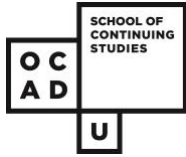
## Picking up your OCAD U ID card

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You can pick up your ID card at the start of your first class. They will be available with security at the front entrance of 100 McCaul Street.

### To pick up your ID card, you must:

- Show one piece of government-issued photo identification
- Wear a mask or face covering
- Maintain physical distance



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### **OCAD U Safe App: For submitting Proof of Vaccination and daily self-assessments**

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Students must submit their Proof of Vaccination and, prior to each visit to campus, submit a symptom self-assessment using the OCAD U Safe App (found in the [Apple App Store](#) and [Google Play](#)). The self-assessment helps the University track who was on campus in order to know who to notify when a positive case is reported on campus. Please sign in as a guest.

### **Other notes**

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You must swipe for access. Please don't follow others into OCAD University buildings. Use your OCAD U ID card to swipe for access, every time. The health and safety of our community is a shared responsibility that we all have to each other, please do your part to keep our campus safe by swiping your card for entry. Only your instructor will have access to your specific classroom. They will let you in.

[More information on Continuing Studies COVID-19 Protocols.](#)