

# TUMCard photo upload (students)

In this manual we show you, how to upload a photograph for your TUMCard /StudentCard.

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- 1. Log in TUMonline
- 2. Choose your photograph
- 3. Check and upload
- 4. Receiving the StudentCard

## Related topics

- [Help and Support](#)
- [Basic information](#)

Your TUMCard/StudentCard will use the photo you upload to TUMonline.



Image: StudentCard

## 1. Log in TUMonline

Please [log in to TUMonline](#) and navigate to your [business card](#) by clicking on your name top right.

Click on „TUMcard passport photograph upload“ to upload your photo.

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Screenshot: Applications menu - TUMcard passport photograph upload

## 2. Choose your photograph

A new window opens up. Click on „Datei auswählen/Find“ to choose a photo. Navigate to the folder where the photo is saved and choose the photo. Make sure the photo has the right size.

Choose a picture using the "Find" button, then click "Continue".

Datei auswählen Keine ausgewählt

Maximum file size: 500 kilobyte

Recommended image size: 204 x 270 pixel (w x h)

Other formats will be resized in proportion to original size and cut centrally.

Accepted file formats: JPG, GIF, TIF, PNG

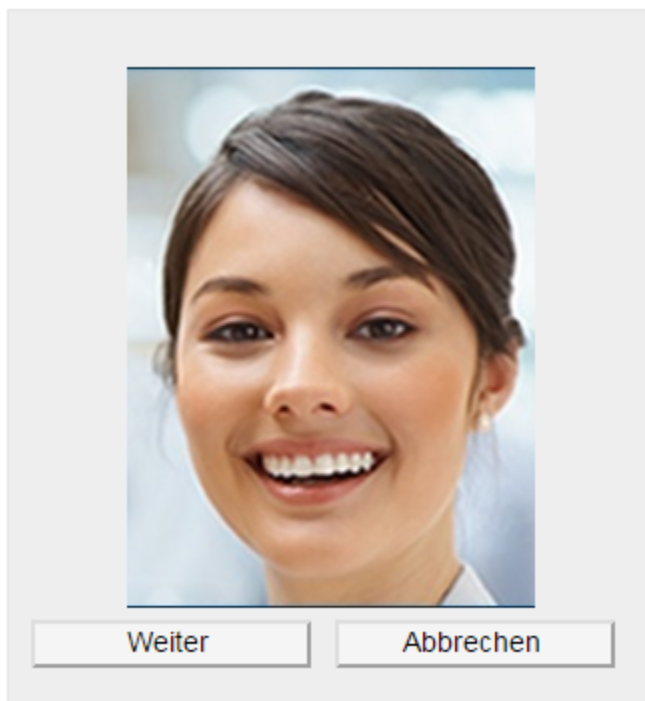
*Screenshot: Upload passport sized photograph*

Click on „Continue“.

## 3. Check and upload

Check the photo, if everything is OK, click on „Continue“. If changes are required, click on “Back” and repeat step 2.1.

Check the photo, click on „Continue“ to finally upload the photo. Close the window.



*Screenshot: Passport photograph*

## 4. Receiving the StudentCard

After uploading the photo please write an e-mail to [studium@tum.de](mailto:studium@tum.de) to apply for your TUMCard/StudentCard. You will then receive an e-mail with further information about picking up the card.

[Further information about the StudentCard](#)

