


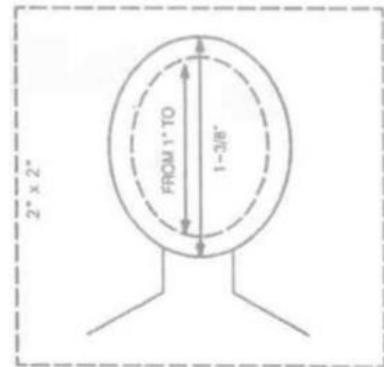
## Photo Requirement for Online Application Submission

The photograph you submit will be printed on your Student Card. The photograph image should:

- **2 x 2 inches** (51 mm x 51 mm) in size.
- Size of head must be between **1 -1 3/8 inches** (25 - 35 mm) from the bottom of the chin to the top of the head.
- In color.
- Recent, taken **within the last 6 months** to reflect your current appearance.
- Show your full face with you looking directly at the camera, and with no hair across or covering your eyes/eyebrows or you wearing sunglasses;
- Taken a **plain** and **light background**.
- Show you alone and not be cropped from candid photographs.
- No hats or head covering, unless you wear it daily for religious purposes.
- Copied or digitally scanned photos of official documents will not be accepted.
- Do not accept Selfies photo

Your photograph image should:

- be saved in **JPEG** format  yourname\_photo.jpg ;
- be **less than 125 kilobytes** in file size;
- have a **dimension of 600 pixels by 600 pixels**.



The photograph should show your facial features clearly without the fringe covering part of your eyebrow / eye.



Your head should be at the center and occupy at least 50% of the length of the area of the photo.



The background of the photograph should be Plain and light in color. Photographs cropped from candid photographs will not be accepted.



No glasses

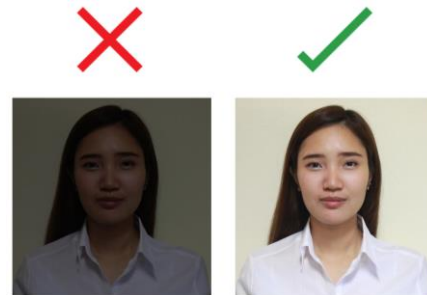


Selfies are not acceptable



Due to certain image settings, some of the photos may be darkened after they are uploaded. When this happens, please try one of the following:

- a) Open the original photo in **Adobe Photoshop**, go to *File > Save for Web & Devices*
  - > Set the Preset to **JPEG High**
  - > enable to **Convert to sRGB** option
  - > Save and re-upload
- b) Take your photo using a different source and upload the new photo



**Please note:** Do not digitally enhance or alter the photo to change your appearance. (however, you must remove red eye).