Guidelines for Submitting Photos for Campus IDs

In order to ensure proper identification it is essential that photos submitted for campus IDs comply with the below requirements. Failure to do so may result in delayed processing of IDs.

**Examples of Acceptable and Unacceptable Photos**

<table>
<thead>
<tr>
<th>Acceptable</th>
<th>Unacceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>No reflection or glare on glasses</td>
<td>Reflection or glare on glasses</td>
</tr>
<tr>
<td>Non-tinted eyeglasses</td>
<td>Tinted eyeglasses</td>
</tr>
<tr>
<td>Uniform lighting</td>
<td>Shadow behind ears</td>
</tr>
</tbody>
</table>

**Photo Requirement Checklist**

1. Photos must be taken within the last six (6) months.

2. The photos must be taken against a plain white or light-colored background with enough contrast between the background, facial features and clothing, so that the applicant’s features are clearly distinguishable against the background.

3. Applicant must look straight at the camera.

4. The photos must be clear, sharp and in focus.

5. The photos must show a full head without any head covering, unless it is worn for religious beliefs or medical reasons. However, the head covering must not cast shadows on the face and the full face must be clearly visible.

6. Shadows are unacceptable. The lighting must be uniform to avoid shadows across the face or shoulders, around the ears or in the background.

7. Photos must represent natural skin tones.

8. Eyes must be open and clearly visible. Photos with the red eye effect or red eye alterations are unacceptable.
Guidelines for Submitting Photos for Campus IDs

Examples of Acceptable and Unacceptable Photos

Acceptable—Contrast between clothes, background and face

Unacceptable—No contrast between clothes, background and face

Acceptable—Face centered

Unacceptable—Head tilted to the side

Photo Requirement Checklist

9. Prescription eyeglasses may be worn as long as the eyes are clearly visible and there is no reflection or glare on the eyeglasses.

10. Sunglasses and tinted eyeglasses are unacceptable.

11. The photos must show a full front view of the face and top of the shoulders squared to the camera (the image of the face and shoulders must be centered in the photo). The head must not be tilted to the side.

File Format and Uploading Directions

1. Files should be saved in *.JPG format (this is typically the standard on most digital camera/smartphones)

2. Please rename files as:
   - LastName.FirstName.jpg (example: Smith_John.jpg)