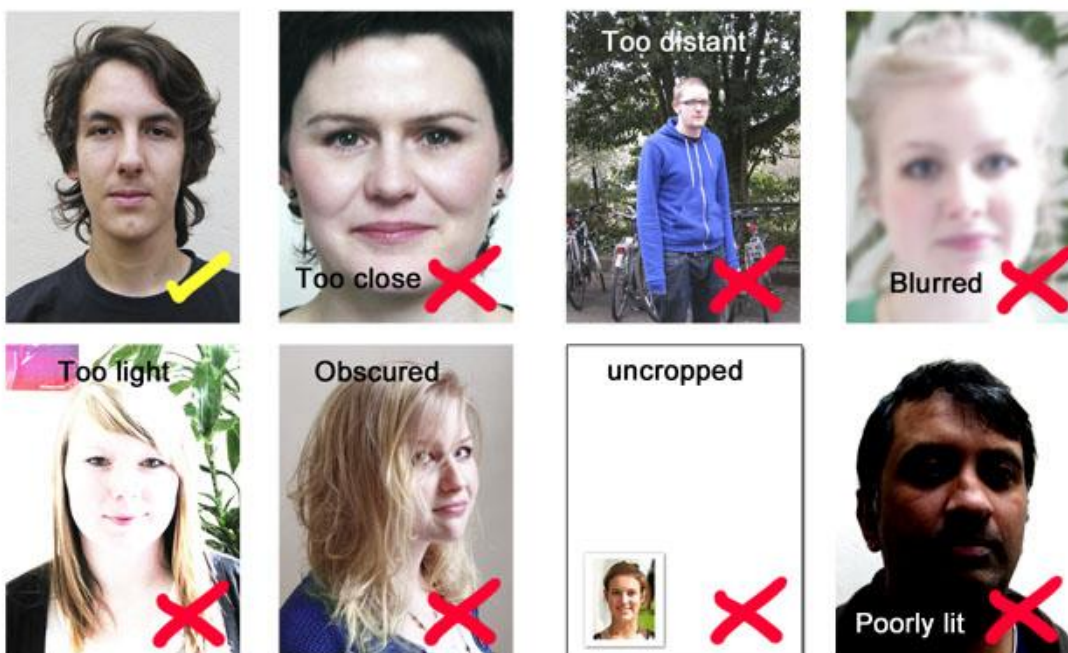


Photo Guidelines

Your photo must be a recent **passport-style ID picture**:

- In **colour**, with a light-coloured, preferably white, background.
- Looking straight at the camera with a relaxed face
- Make sure your hair does not cover your face
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face
- If using flash, check there's no redeye glare
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows



Format and Size

Final image quality is important. Your image must:

- be JPEG format. An example filename is: Image001.**jpg** or Image001.**jpeg**
- have dimensions at least 390 pixels by 520 pixels; portrait format. (most cameras and camera phones will produce images bigger than this)
- be between 20 Kb, or bigger than 1 Mb in size
- If you scan a photograph: Set the scanner resolution to a minimum of 300 dpi (dots per inch). Crop the image in the scanner to the edge of the photograph, then use the upload editor to crop the image to the final size. You can check image dimensions and size by listing the folder files or moving the mouse over the file image icon.