

PREPARING YOUR HEADSHOT

Please prepare your headshot in advance before registering for the Enrollment System. The headshot will be used for student ID cards (including digital cards) and other information systems on campus, such as the Student Administration Information System and security system for entering and leaving buildings. Printing or mailing is not required.

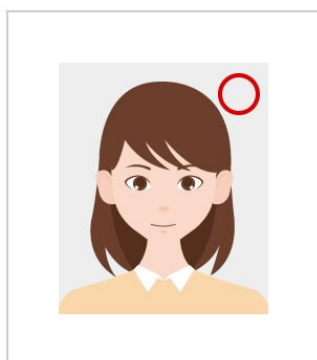
Taking a headshot and saving the file:

Refer to the examples below and take a headshot using a photo booth (one that allows downloading and retrieving of the photos), smartphone, tablet, or digital camera, etc. The photo should have a plain, white, blue, or gray background.

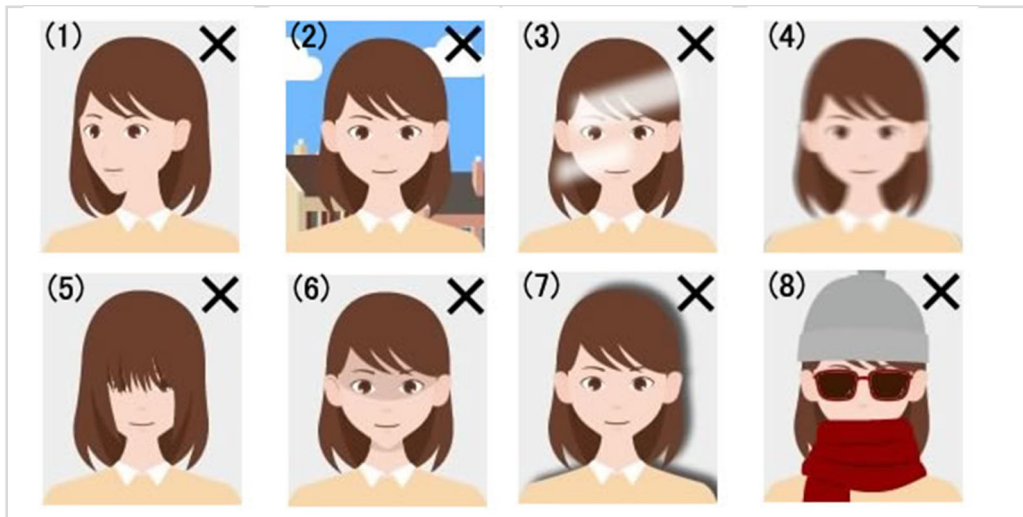
Requirements for the headshot:

- A colored photo
- The photo taken in appropriate brightness that clearly shows the face
- A photo taken within the last 6 months
- A photo of only the student
- The outline of the head and face is within the photo
- The eyes, nose, and mouth are not hidden (transparent glasses are allowed)
- A front-facing photo from the shoulders and up with a plain background (no hats).
- However, head coverings are permitted for religious or medical reasons if the face is clearly visible.
- No smile or expression
- The mouth must be closed and eyes must be open
- A photo that has not been edited using a photo booth, app, or software
- A photo that is not rotated, flipped, or mirrored
- A clear photo that is not blurry or out of focus
- Glasses should not have any glare
- There should be no text printed on the photo
- The file size must be less than 2MB
- A photo must be at least 640x480
- Format the image as a *.jpg or *.jpeg

Examples of acceptable photos



Examples of unacceptable photos



Examples of unacceptable photos:

1. Not front-facing (facing sideways, etc.)
2. Not a plain background (the background is scenic or has a pattern)
3. The light is creating a glare (part of the face is covered due to glare on the face or glasses)
4. Blurry or out of focus
5. Bangs are too long and cover the eyes
6. There is a shadow on the face
7. There is a shadow in the background
8. A scarf or other item is covering the outline of the face