

Rules for digital photos

Your photo must be:

- in the format of a photo file for example: JPG
- named as candidate's first name and second name: Jane Doe

Your photos must **not** be a PDF or Word document or other file type. Your photo must be of the candidate, **not** another picture of the candidate such as of a passport photo.

The quality of your digital photo

Your photo must be:

- clear and in focus
- in colour
- unaltered by computer software
- at least 600 pixels wide and 750 pixels tall
- no more than 800KB in size
- correctly oriented when submitting the application – portrait not landscape



Portrait - correct



Landscape - wrong

The photo must:

- contain no other objects or people
- be taken against a plain light background
- be in clear contrast to the background
- not have 'red eye'
- include the candidate's head and shoulders

The candidate must (in the photo):

- be facing forwards and looking straight at the camera
- have a plain expression with mouth closed
- have eyes open and visible
- not have hair in front of the eyes

- not have a head covering (unless for religious or medical reasons)
- not have anything covering their face
- not have any shadows on their face or behind them.

The candidate should not wear glasses in their photo unless they must. If they must wear glasses, they cannot be sunglasses or tinted glasses, and ensure the eyes are not covered by the frames or any glare, reflection, or shadow.



✓ Plain light-coloured background



✗ Textured background



✗ Object in background



✓ Even lighting and no shadow



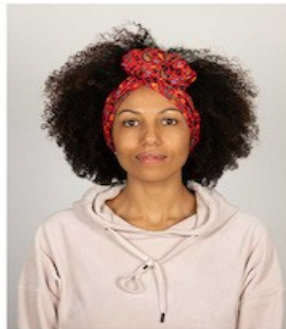
✗ Shadow on face



✗ Shadow behind head



✓ Religious headwear



✗ Fashion hair accessories



✗ Fashion headwear



✓ Eyes fully visible



✗ Glasses covering eyes

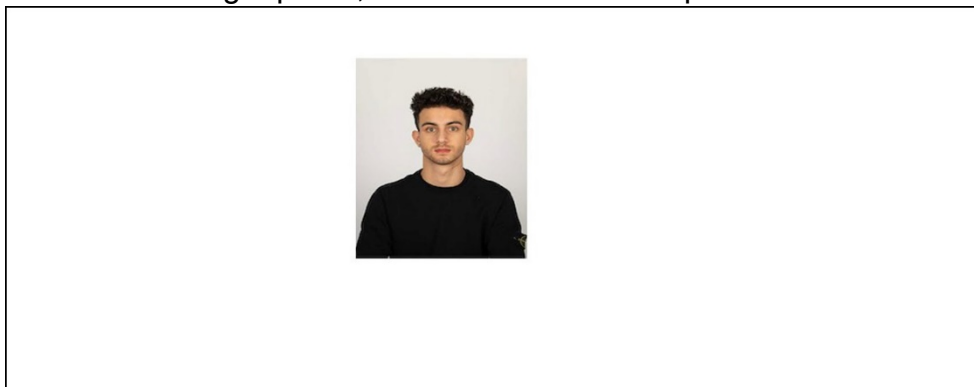


✗ Hair covering eyes

For Centres submitting scanned photos with digital applications

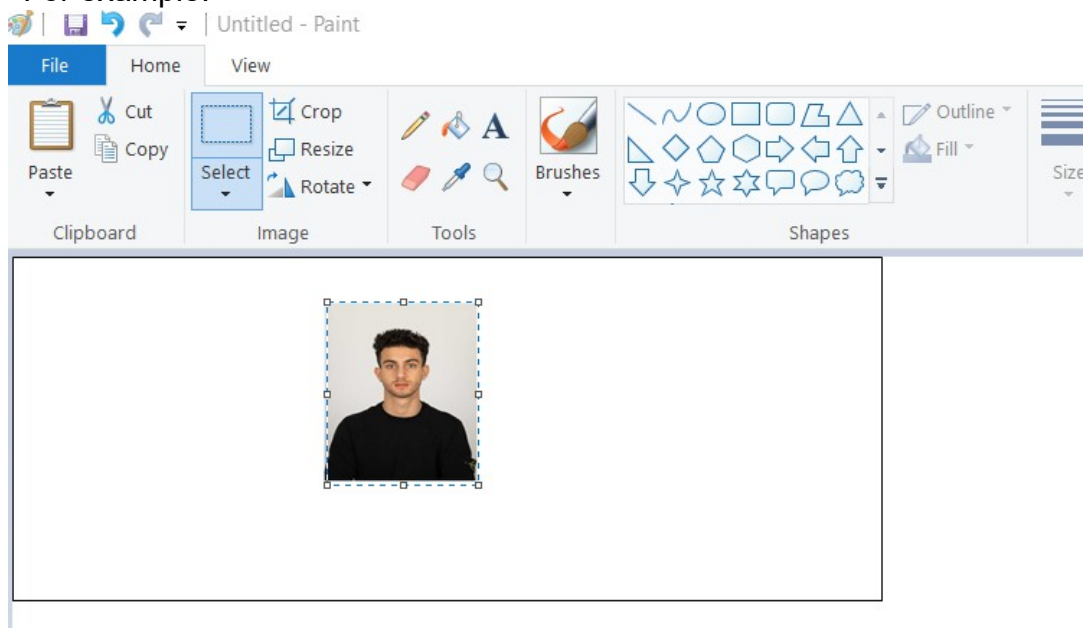
Ensure scanned photos are the correct size for applications (we have to reject if they are too small).

When scanning a photo, the scan includes the photo and surrounding area, for example:



To resolve this, when editing/resizing the photo (before you start your applications), you must select the photo only, not the full scanned area.

For example:



Then select 'Crop', you can now save this as the photo file to upload for your application(s).