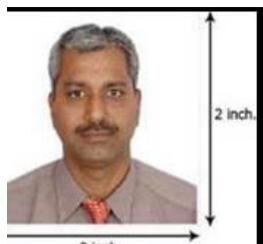


It is imperative that the 2 photographs submitted at the time of application must fall within the specifications below. Unacceptable photographs that do not meet the specifications may not be accepted for submission.

**The photographs must:**

- be in colour and of the size of 2 inch x 2 inch (50 mm x 50 mm)
- be printed clearly and with a continuous-tone quality
- have full face, front view, eyes open
- present full head from top of hair to bottom of chin
- centre head within frame
- have a plain light coloured background
- not have any distracting shadows on the face or on the background.
- display covered shoulders
- in case of head coverings for religious reasons: have the facial features from bottom of chin to top of forehead and both edges of the face clearly shown
- have a natural expression on the face

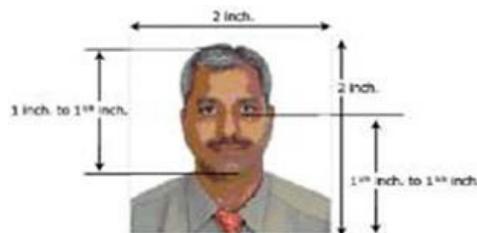


**For a proper photograph:**

- the head should be in the centre of the frame
- there should be no distracting shadows on the face or background



- photo must present full head from top of hair to bottom of chin; height of head should measure 25mm to 35mm



### Lighting on face and background:

- the light should be even and balanced to avoid shadows on the face
- background behind the face should be properly illuminated to avoid shadows in the background



### Photograph print properties:

- print photo on thin photo paper
- ensure the print is clear and has a continuous-tone quality
- do not retouch or otherwise enhance or soften the photo



### Resolution and printing quality/contrast and Colour:

- high-resolution photography and printing are strongly recommended
- both conventional and digital photography are acceptable, and conventional or digital printing methods may be used
- print should exhibit a continuous-tone quality regardless of the print method used (dye sublimation, ink jet, laser, etc.)
- digitally printed photos should be produced without visible pixels or dot patterns
- fine facial features should be discernible
- brightness and contrast should be adjusted to present the subject and background accurately
- photos without proper contrast or colour may obscure unique facial features
- colour should reproduce natural skin tones
- appropriate filters can eliminate improper colour balance



### Head & eyes- position and background:

- head should face the camera directly and should not tilt or turned (portrait style)
- photo must show both edges of the face clearly
- the eyes must be open, level and clearly visible and must not be covered by hairs or eyeglass frames.



### **Eyeglasses:**

- glare on eyeglasses should be avoided with a slight upward or downward tilt of the head.
- no tinted or dark glasses allowed



### **Exposure and lighting:**

- there should not be any over-exposure or underexposure
- there should be a three-point balanced lighting, facial features should be clearly evident in the photo
- lighting should be adjusted to avoid shadows on the face or background, diffuse sources of light such as umbrella lights, are preferable to point sources



### **Flexibility in children's photographs:**

- babies under one year do not have to have their eyes open
- as regards children under ten years of age, photograph requirements can be somewhat relaxed in respect of height of the face and the position of the eyes in the photographs; and in case of babies and infants, the position of the face, the facial expression, the eyes and the line of sight can have some relaxation. However, a frontal photograph with clarity is required for children
- it should show the child alone (no chair backs, toys or other people visible) looking at the camera with a neutral expression and the mouth closed

