



## Student Photo Guidelines

The instructions below are designed to help you take and submit a quality photo for your student ID.

### Please follow these steps:

1. Ask a friend/family member for assistance or use a tripod/stand.
2. Pick a location inside with good lighting and a plain white or beige backdrop.
3. Do not use photo filters as it will distort the image.
4. Consider wearing something simple in solid colors without patterns.
5. Focus on the bottom portion of your shoulders and above. Full-body photos will not be accepted for a headshot.
6. Save your photo as: *LastName\_FirstName\_StudentIDnumber.jpg*\*  
(Please use all leading zeros in your Student ID number within the file name. Example file name for student John Doe: *Doe\_John\_0012345.jpg*)
7. Your photo must be 20MB or less in size.
8. Upload your Student Photo using the "Manage" button [here](#).

\*Please note that only files with a .jpg extension can be accepted. This means that you may need to convert a photo taken on your mobile device to a .jpg extension.

A web search will provide many free options for converting your photo to a .jpg extension. One option to consider is [www.cloudconvert.com](http://www.cloudconvert.com). Create a free account. Select your file and convert to .jpg (not .jpeg). Save the converted file to your device and upload it.