

# Photo Requirements

Photos submitted via the website must adhere to United States passport guidelines.

Please see the guidelines below:

DO:

- Take the photo in color without the use of filters or other image manipulation options other than red-eye reduction.
- Look straight ahead at the camera (no profile, ¾ angle, etc.)
- Take the photo with a solid white or off-white background
- Smile naturally or have a neutral expression. Photos with unusual expressions will not be accepted.
- Use appropriate lighting. Photos with shading on the face or shoulders will not be accepted.

DON'T:

- Include any other people, animals, or props in your photo. It must be a clear, quality image of your head and shoulders only.
- Crop candid photos. You should take a new photo specifically for submission.
- Wear a hat or head covering unless you wear it daily for religious purposes.
- Wear sunglasses or other eyewear that you do not normally wear for vision correction purposes.
- Send photos that do not represent your current appearance.
- Scan photos or take pictures of printed photos. The image quality will not be sufficient.

In addition, please adhere to the following:

- JPEG format
- No larger than 1500 X 2000 pixels

- At least 300 X 400 pixels
- File size can be no larger than 2048 KB
- Resolution must be at least 72 dpi
- Photo must be from top of shoulders to top of head with some blank space above the head
- **\*\*NOTE:** If your photo does NOT meet our guidelines or accurately represents you, you will be asked to retake your picture at TCNJ in the Office of Student Accounts, Green Hall 119 before we can issue your ID card to you.**\*\***