

# Photo Requirements for Salve Identification

To have the best possible image on your ID, your digital images must be:

- Color
- 2 x 3 aspect
- Taken within the last 6 months to reflect your current appearance
- The image must be in JPEG file format
- If scanning, 2” x 3” at 300 dpi (pixels/inch) resolution
- Taken in front of a neutral flat background. White or off-white background are best
- Taken in full-face view directly facing the camera
- With a neutral facial expression and both eyes opened
- Taken in clothing that you normally wear on a daily basis
- Uniforms should not be worn in your photo, except religious clothing that is worn daily.
- Do not wear a hat or head covering that obscures the hair or hairline, unless worn daily for a religious purpose. Your full face must be visible, and the head covering must not cast any shadows on your face.
- Headphones, wireless hands-free devices, or similar items are not acceptable in your photo.
- Eyeglasses are not allowed in photos, except in rare circumstances when eyeglasses cannot be removed for medical reasons. If the eyeglasses are accepted for medical reasons:
  - The frames of the eyeglasses must not cover the eye(s).
  - There must not be glare on eyeglasses that obscures the eye(s).
  - There must not be shadows or refraction from the eyeglasses that obscures the eye(s).
- If you normally wear a hearing device or similar articles, they may be worn in your photo.

Photos copied or digitally scanned from driver’s licenses or other official documents are not acceptable, nor are snapshots, magazine photos, low quality vending machine or full-length photographs.

Your digital image is a vital part of your student identity. Review the examples below to see both acceptable and unacceptable photos. The acceptance of your image is at the discretion of Salve Regina University and the Card Office.

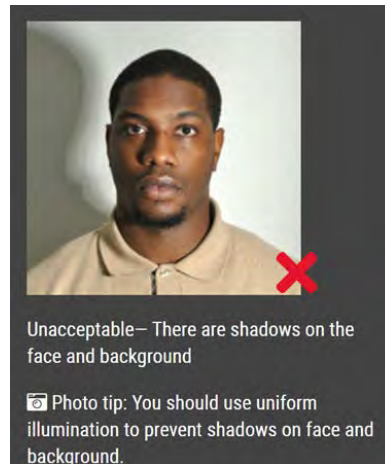
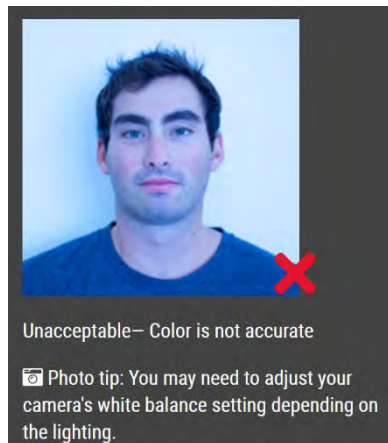
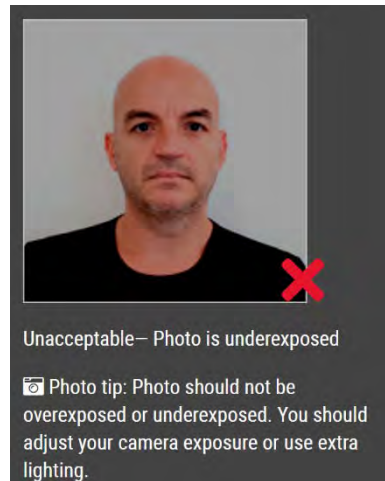
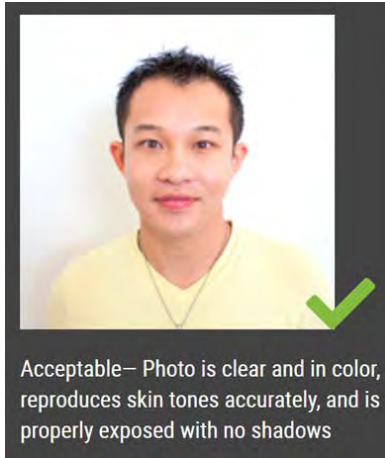
Acceptable Identification Photos:



The following categories will help you take the best photograph for your student ID. “Shadow and Lighting”, “Glasses”, “Size and Position”, “Resolution, Print Size, and Quality”, “Digital Alterations and Retouching”, “Pose and Expression”, “Attire, Hair, and Hair”, and “Background”.

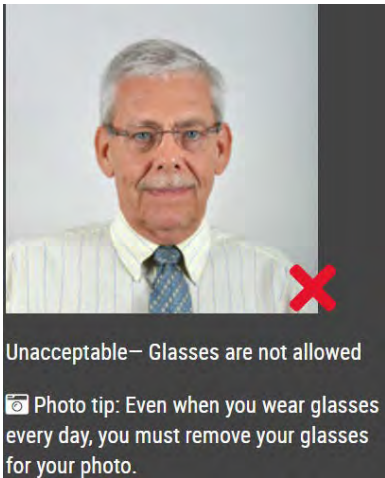
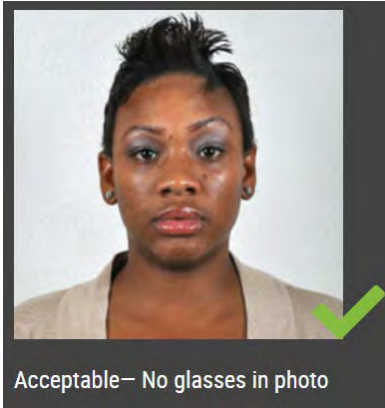
# Photo Requirements for Salve Identification

## Shadow and Lighting



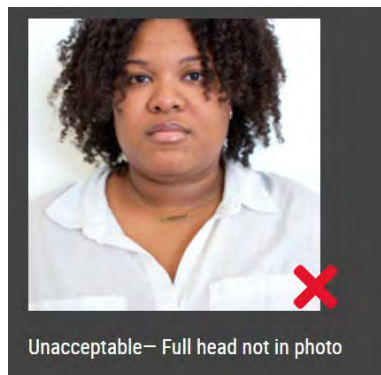
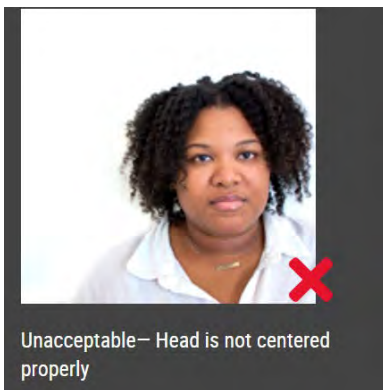
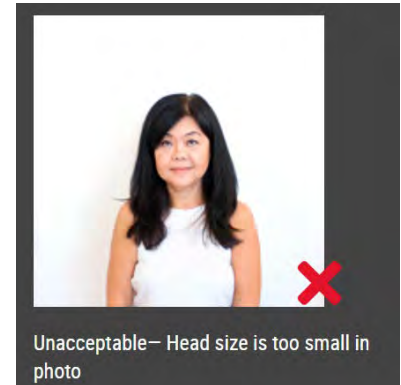
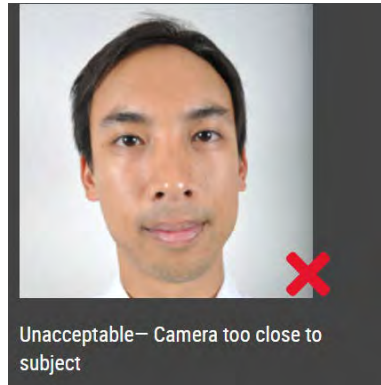
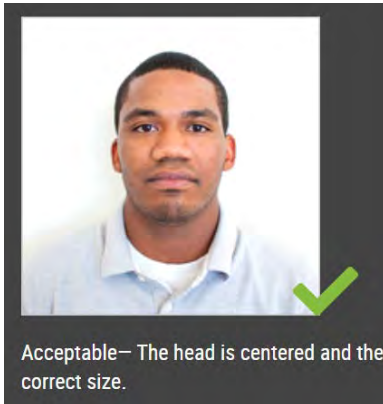
# Photo Requirements for Salve Identification

## Glasses



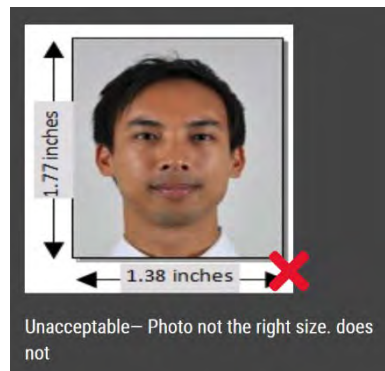
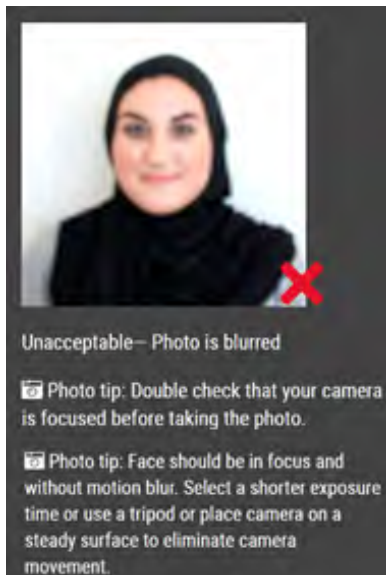
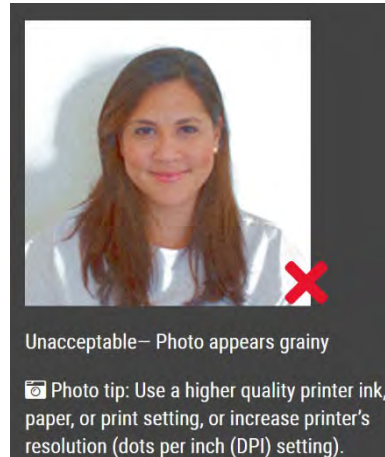
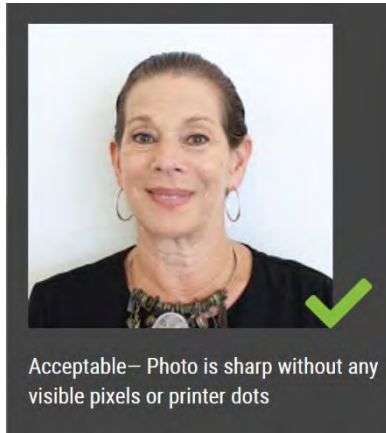
# Photo Requirements for Salve Identification

## Size & Position



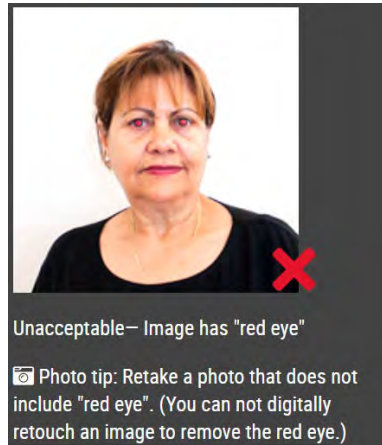
# Photo Requirements for Salve Identification

## Resolution, Print Size, and Quality



# Photo Requirements for Salve Identification

## Digital Alterations & Retouching



# Photo Requirements for Salve Identification

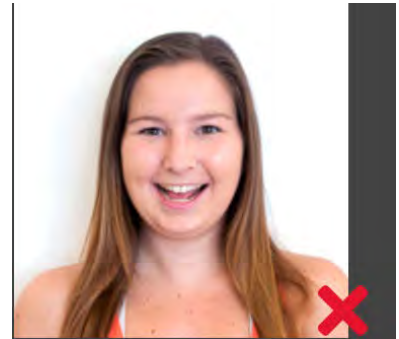
## Pose & Expression



Acceptable— Applicant has a natural smile

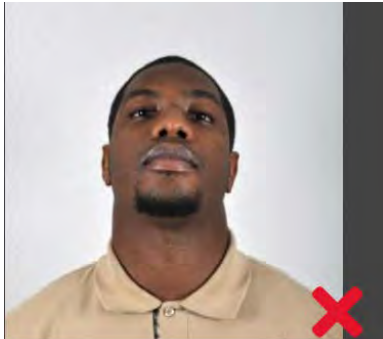


Acceptable— Applicant is directly facing camera with a neutral expression, eyes are clearly visible



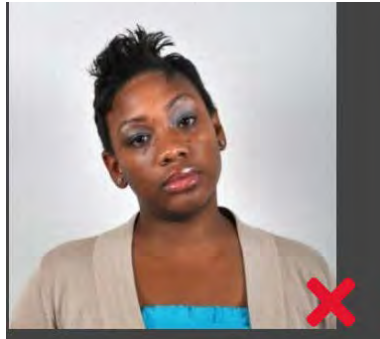
Unacceptable— Facial expression is not neutral

📷 Photo tip: We prefer a neutral facial expression, but a natural smile is also acceptable.



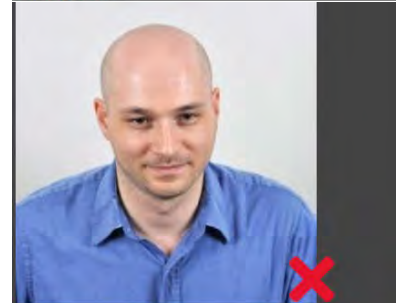
Unacceptable— Head is tilted backward

📷 Photo tip: You should sit or stand straight and directly face the camera.



Unacceptable— Head is tilted to the side

📷 Photo tip: Your head should be level and directly facing the camera.



Unacceptable— Applicant is looking down, head is tilted forward

📷 Photo tip: You should sit or stand straight, face the camera, and look straight ahead.



Unacceptable— Head is rotated, shoulders are not square to the camera

📷 Photo tip: Your head and shoulders should directly face the camera.




Unacceptable— Applicant's eyes are closed

📷 Photo tip: Your pupils and irises (colored portions of the eyes) must be clearly visible.


# Photo Requirements for Salve Identification

## Attire, Hats, & Hair



Acceptable— Subject's full face is visible, no shadows or clothing obscure the face

📷 Photo tip: You may not wear hats or head coverings, except for religious or medical purposes and with a signed statement.




Unacceptable— Head clothing covers part of the face, there are shadows on the face

📷 Photo tip: Adjust your head covering so that your entire face is visible and free of shadows. Head coverings are only acceptable for religious or medical purposes, and you must submit a signed statement with your application.




Unacceptable— Hats are not allowed

📷 Photo tip: You may not wear a hat or head covering, except for religious or medical purposes and with a signed statement.



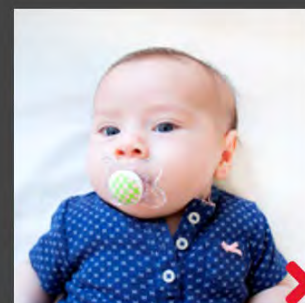
Unacceptable— Subject's scarf covers a portion of her face

📷 Photo tip: Adjust your attire so that your entire face is visible.



Unacceptable— Hair obscures a portion of the face

📷 Photo tip: Adjust your hair so that your entire face is visible.



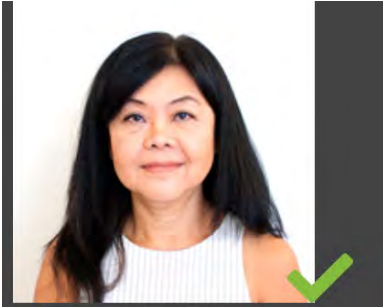
Unacceptable— An object obscures a portion of the face

📷 Photo tip: The child's full face must be visible.

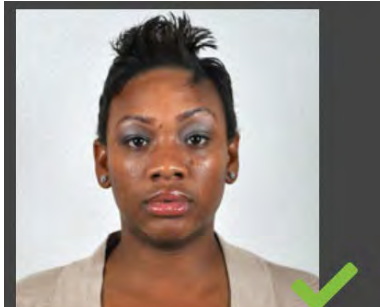


# Photo Requirements for Salve Identification

## Background



Acceptable— Background is uniform, plain and white or off-white, and free of shadows

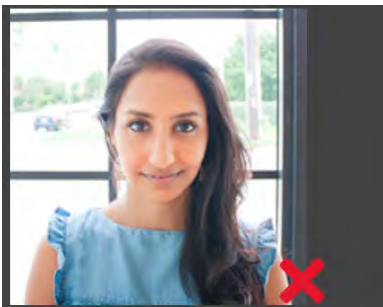


Acceptable— Background is uniform, plain and white or off-white, and free of shadows



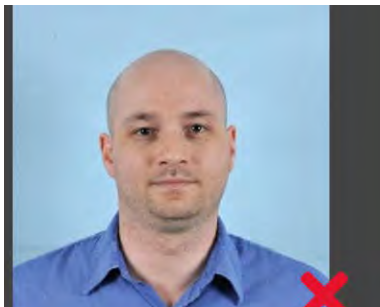
Unacceptable— Background is not plain

📷 Photo tip: The background should be uniform, plain and white or off-white, and free of shadows.



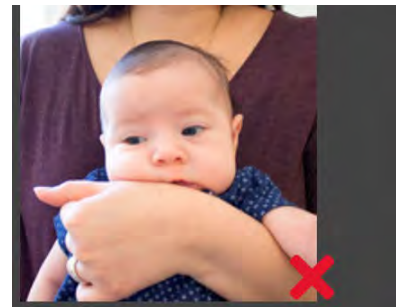
Unacceptable— Background is not white or off-white

📷 Photo tip: Use a white blanket or sheet to cover a non-white wall.



Unacceptable— Background is not white/off white

📷 Photo tip: The background should be uniform, plain and white or off-white, and free of shadows.



Unacceptable— Background is not plain, another person is in the photo, and the face is partially obscured

📷 Photo tip: No other person should be in the photo. Consider placing the child in a car seat with a white or off-white blanket behind the child.