

Photo Submission Guidelines

- Face must be clearly visible and facing forward – no profile shots, sunglasses or hats
- Photo must be in color
- Subject must be the only person in the picture
- No props, graduation caps, gowns or costumes
- Nothing can be touching the face – hands, trees, etc.
- Photo must be a clear image (not blurry, grainy, or fuzzy) against a plain, white or light colored background
- The photo must be a head and shoulders shot. If the photo shows more than the persons head and shoulders, it will be rejected
- Photo must be a portrait, not landscape, photo that is correctly oriented
- Subject must be facing the camera. Must be a front view image - no profile
- Use only a very recent picture
- No copies of photos (i.e. passport photos, headshots, senior photos)

Acceptable Photo Examples:



- JPEG image format – 4" X 5" (w x h) center the head with a border on the top & bottom of the image
- Name the image (Last name_First name) followed by the appropriate file extension, i.e., Beaver_BizE.jpg
- The image can be between 15 kilobytes (KB) and 1 Megabyte (MB), images larger than 1 MB will be refused
- The photo must not be resized to fit the requirements as this will result in a loss of resolution and poor image quality

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