Photo Submission Guideline

• 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 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.

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.

Please be sure to bring a picture ID (driver's license, passport, etc.) with you on check-in day. We will not be able to give you your Babson One Card without confirming your identity. These pictures will be used in our student directory as well as well online course outlines.