

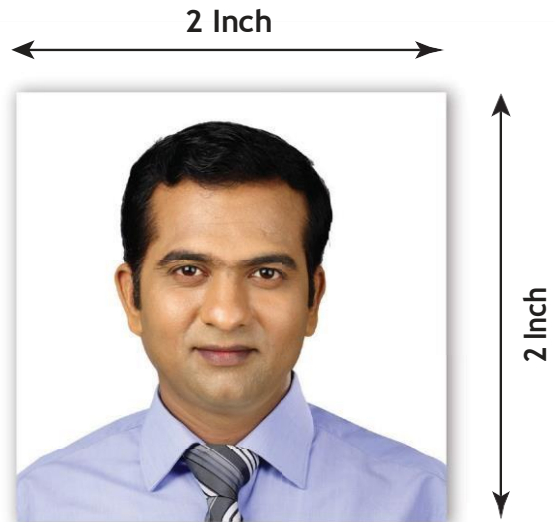
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## Advice for Applicants to Submit Proper Quality Photograph

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### Sample Photo

- The photo should be clear and with continuous-tone quality.
- It should have full face, front view, eyes open.
- Photo should present full head from top of hair to bottom of chin.
- Center head within frame.
- The background should be a plain white background.
- There should not be any distracting shadows on face or on the background.
- The photograph must be taken in a colored attire, for example, a medium blue shirt etc.
- The attire should not be patterned / textured or pure white.
- Head coverings are not permitted except for religious reasons, but the facial features from bottom of chin to top of forehead and both edges of the face must be clearly shown.
- The expression on the face should look natural.



### Exposure and Lighting

There should not be any over-exposure or under-exposure which results in an unusable photo.

There should be a three-point balanced lighting. Facial features should be clearly evident in the photo.

Lighting should be adjusted to avoid shadows on the face or background.



Too dark



Too Light



Correct orientation

## Do's and Dont's for a Proper photo

The photo should capture full face, front view, with eyes open. The head should be in the centre of the frame. There should be no distracting shadows on the face or background.



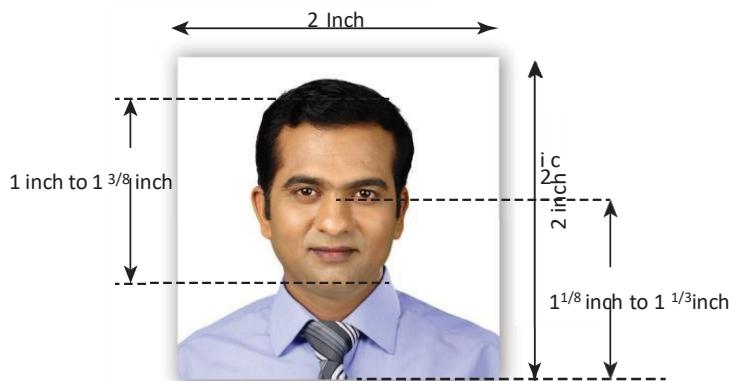
Distracting background



Not centered



Correct orientation



Make sure photo presents full head from top of hair to bottom of chin.

The photograph should be in colour and of the size of 2 inch x 2 inch (51 mm x 51 mm)

## Lighting on face and background

The light should be even and balanced to avoid shadows on the face.

Background behind the face should be properly illuminated to avoid shadows in the background.



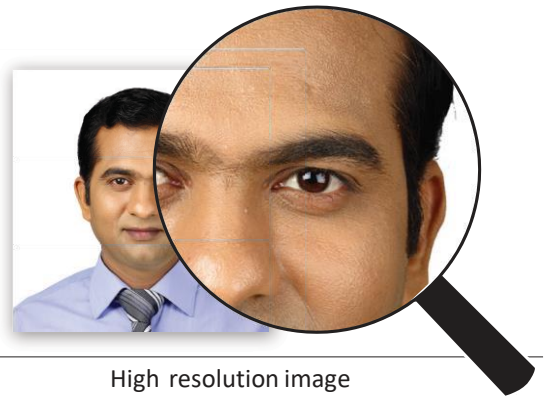
## Photograph Print Properties

Ensure the print is clear and has a continuous-tone quality. Do not retouch or otherwise enhance or soften the photo.



## Resolution and Printing Quality

High-resolution photography is strongly recommended.



Washed out colours



Pixelated



Correct orientation

Digital photos should be produced without visible pixels or dot patterns. Fine facial features should be discernible.

## Contrast and Colour

Brightness and contrast should be adjusted to present the subject and background accurately.

Photos without proper contrast or colour may obscure unique facial features. Colour should reproduce natural skin tones.

Fluorescent or other lighting with unbalanced colour may cause unwanted colour cast in photo. Appropriate filters can eliminate improper colour balance.



Looking away



Unnatural skin tone



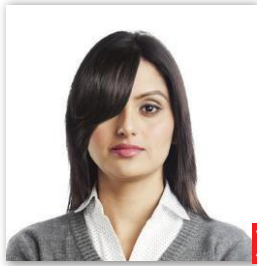
Correct orientation

## Head & Eyes- Position and Background

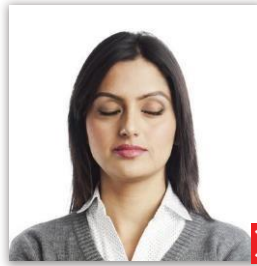
Head should face the camera directly and should not tilt or turned (portrait style).

Photo must show both edges of the face clearly.

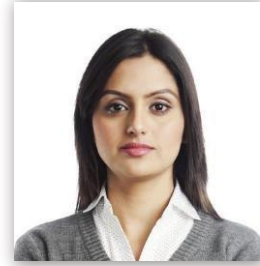
The eyes must be open, level and clearly visible and must not be covered by hair or eye-glass frames.



Hair across eyes



Eyes closed



Correct orientation

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## Eyeglasses

Prescription glasses or sunglasses are not allowed in the photos.



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## Head coverings

are not permitted except for religious reasons, but the facial features from bottom of chin to top of forehead and both edges of the face must be clearly shown.



Face covered



Shadow across face



Correct orientation