

Photograph Guidelines

Please note: Any photograph that is submitted with your application that does not adhere to the following guidelines will be rejected and sent back, potentially causing delay in the processing of your application.

Preparing the photograph yourself

In order to prepare a digital image of your photograph using a scanner, you would require:

- ❖ A scanner
- ❖ Compatible software installed in your computer (PC)
- ❖ A recent passport sized colour photograph that meets the following specifications:
 - (i) Sharp and clear, 35mm wide by 45mm high without border and taken within the last 3 months;
 - (ii) Taken full face with you looking directly at the camera with head straight and eyes open with no hair across and/or covering your eyes/eyebrows. Both edges of your face and the top of your shoulder must be clearly shown. You must not look over any shoulder and your head must not be tilted;
 - (iii) Taken with the image of your face measuring between 25 mm and 35 mm from chin to crown of head;
 - (iv) Taken without wearing any hat or other head covering, unless you habitually wear a hat or head covering in accordance with your religious or racial custom. If any such hat or head covering is worn, the photograph must still be a full frontal view of your head and shoulders, showing your facial features in entirety with eyes open and clearly visible;
 - (v) If you wear glasses, the photograph must show your eyes clearly with no flash reflection off the glasses. The frames shall not cover any part of your eyes. Tinted glasses and sunglasses are not allowed;
 - (vi) Taken with uniform lighting with no flash reflections, no shadows, no uneven bright spots on the face and no red eyes;
 - (vii) Of white background, except that where if your hair, hat or head covering is white, the background must be light grey;
 - (viii) The photograph must show you alone with no chair back, toys or other persons visible;

- (ix) The photograph must be printed on high quality paper at high resolution with a matt or semi-matt finish with no ink marks or creases.

Guidelines on Taking Photograph

a) You should face the camera directly

Incorrect



Correct



b) Facial features should be clearly evident in the photo

Incorrect



Correct



c) Spectacles should be worn if normally used. There should be no reflection on the eyeglasses

Incorrect



Correct



d) Background should be plain white

Incorrect



Correct



e) The photograph should not be cropped off

Incorrect



Correct



f) The photograph should have an even exposure

Incorrect



Correct

