Photo Submission Requirements

We'll need a <u>recent</u> color photo with <u>a plain, neutral background</u> (white, off-white, cream, beige, light gray).

Your photo should display your head, including face and hair, from the crown of the head to the tip of the chin and from hairline side-to-side, similar to a driver's license or passport. Senior/high school graduation photos are not acceptable.

Head coverings are acceptable due to religious beliefs, provided the head covering shows a full front view of the face, does not cast a shadow onto the face, and shows an overall pattern in the fabric or material (not a graphic design). Adequate documentation for the person wearing a traditional facemask or veil is required.

Prescription glasses may be worn for the photo; however, there should be no reflections from the eyeglasses that obscure the eyes. Dark or nonprescription glasses with tinted lenses are not acceptable unless needed for medical reasons. A medical certificate may be required.

The critical requirement for your Tiger1 Card is that the photo clearly identifies the cardholder.

Tips for submitting an acceptable photo:

DO

- Current color photo in focus, without any added effects
- Neutral color and smooth background
- Centered and front view of full face
- Cropped from just above the top of the head to the collarbone
- Proper lighting
- Eyes open and visible, looking at the camera
- Wear prescription glasses if you usually do so
- Photo in [jpg format size between 300KB to 2MB]

DON'T

- Wear hats, sunglasses, or other items that obscure the face
- Glare on glasses; closed eyes
- Eyes looking down or to either side.
- Shadows on the face
- Other visible people, pets, or objects in the photo
- Inappropriate expressions
- Group Photos
- Blurry Photos
- Black and White photos

- Photos with your hand resting on your face
- Crop off the top of your head or side angle your face
- Photos taken more than six months ago

Note: Taking a photo with most smartphones/devices work well.

The card office cannot accept a photo that does not meet the requirements. Here are a few examples.

Approved

Denied

If you have any questions, contact us at [tiger1@gram.edu or 318.274.2081](mailto:tiger1@gram.edu).