

## DIGITAL PASSPORT PHOTO REQUIREMENTS

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The requirements listed below are based on official passport-issuing authorities' requirements and need to be followed very carefully, as your digital passport photo will be used by IES Center staff for official and legal documents in preparation for your arrival. Photo editing programs such as Microsoft Office Picture Manager allow you to resize photos, and will tell you the number of pixels. If you do not have access to a picture editing tool, upload your photo in its natural form.

- The photo must be clear, not blurry or grainy
- The photo should be 600 x 600 pixels.
- The photo must show your head and shoulders.
- The photo must be full face, front view, looking straight ahead.
- The photo must have a completely plain white background without any textures. (No doors, panels, lines etc. even if they are white)
- The photo must be taken with a flash and must not have any shadows or reflections in the background.
- The photo must have been taken within the past 6 months.
- You must be dressed in normal street attire, without a hat or headgear that obscures your hair or hairline.
- You may not wear a uniform in the photo, with the exception of religious attire that you wear every day.
- If you normally wear prescription glasses, a hearing device, a wig or anything similar, such articles should be worn when the picture is taken. Dark glasses or nonprescription glasses with tinted lenses are not acceptable unless required for medical reasons. A medical certificate may be required to support the wearing of such glasses in the photograph.
- Sample Photo (please download a sample photo below).

**Please upload your digital passport photo in jpg format. Candid photos of any kind will not be accepted.**

The Sample Photo

