

Photo Instructions

Faculty-Led Programs, Summer 2012

You must submit two (2) passport-format photos to the UCEAP Systemwide Office.

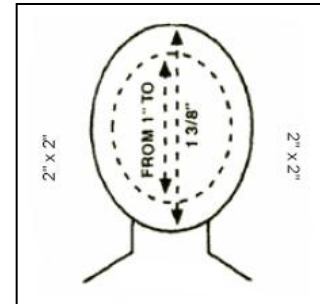
We strongly recommend you do not make your own photographs, but have them done at a photo store, copy shop, or drug store.

Here is a list of guidelines for acceptable photos:

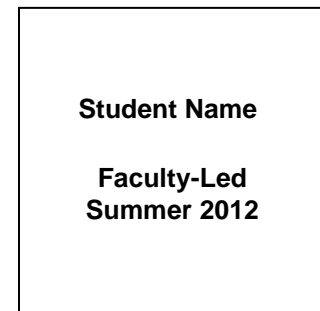
- Photographs must be 2x2 inches in size, identical, and taken within the past 6 months.
- Print your name and program name on the back of each photo. To avoid damaging the photos, put a slip of paper between each photo and make sure that the ink is dry before placing them in the envelope.**
- The photo should be in color, and printed on high-quality photo paper, with a print resolution of at least 600 dpi (especially if taken with a digital camera).
- The photos must be full face, front view with a plain white or off-white background.
- No other persons or objects should be visible in the photo.
- Photographs should be taken in normal street attire, without a hat or headgear that obscures the hair or hairline. Uniforms should not be worn in photographs with the exception of religious attire which is worn daily.
- If prescription glasses, a hearing device, wig or similar articles are normally and consistently worn, they should be worn when the picture is taken. Dark glasses or nonprescription glasses with tinted lenses are not acceptable unless required for medical reasons. You may be required to submit a medical certificate with your visa application to support the wearing of such glasses in the photographs.
- If you need more information on photo formatting, here are the US State Dept. guidelines:

http://travel.state.gov/passport/pptphotoreg/pptphotoreg_5333.html

*****Incorrectly formatted photographs will not be accepted!*****



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