Tsinghua University
Photograph Instructions

Submit three (3) passport-size photos directly to the UCEAP Systemwide Office.

- Tsinghua Application - Attach two (2) photos to the application printout.
- Study Center – Enclose one (1) photo in an envelope.

**Note:** An additional passport photo will be needed later when you apply for your Chinese visa. You may want to have the photo taken at the same time to save yourself an extra trip later. Do not send your visa materials to UCEAP.

The photos you submit to UCEAP must be in **passport format.** They should meet the following general requirements:

- The photo should be a 2x2” high-resolution color photo.
- It should be taken on a white background and issued by a photo or copy shop (e.g., Costco, Walgreens, Kinko’s). You **cannot** print these photos yourself with a digital camera or take them in a photo booth.
- The most convenient way to get acceptable photos which will not cause any delays is to obtain them at a passport photo service.
- The photo should have only your head and shoulders at the center of the photo.
- Your appearance should be as neat and clean-cut as possible. Make sure your hair does not block your face (no bangs).
- Photos should be taken in normal attire, without a hat or headgear that obscures the hair or hairline.
- Print your name and program on the back of each photo. Be careful that the ink is dry. Place a piece of paper between each photo to ensure that ink does not smear on the other photos.
- If you need extra information on photo formatting, see the [US State Department guidelines](#).