

NUS ONLINE PHOTO SUBMISSION GUIDELINES

PHOTO REQUIREMENTS

Please submit a digital colour photograph taken within the last 3 months.
You should be properly attired in a manner befitting the status of a university student.



Background Colour: white



Dimension: 340 pixels (W) x 453 pixels (H)

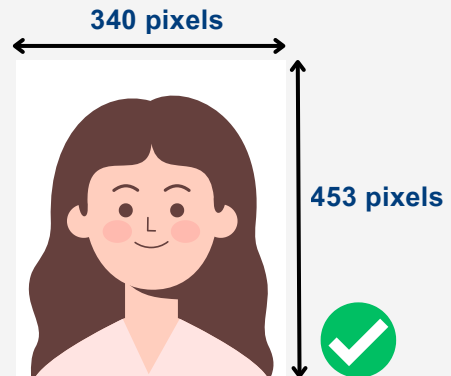


Aspect Ratio: 0.75



File Format: JPEG or JPG, in RGB format

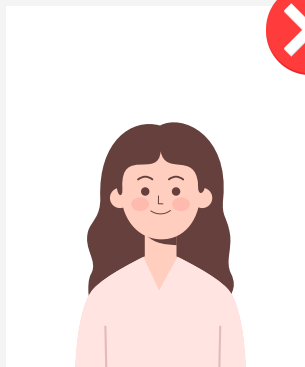
File Size: less than 2MB



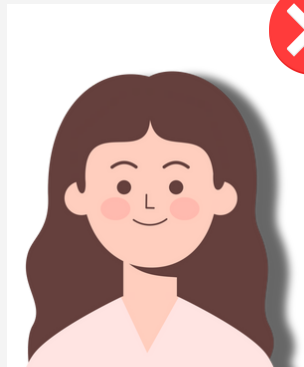
EXAMPLES OF UNACCEPTABLE PHOTOS



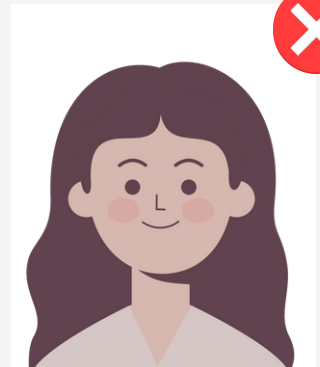
Dark-coloured background



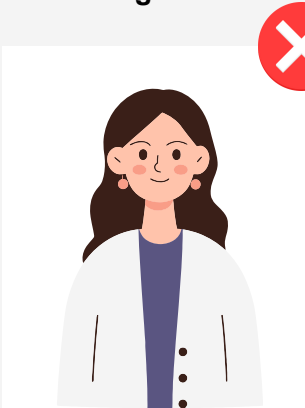
Excess space in the background



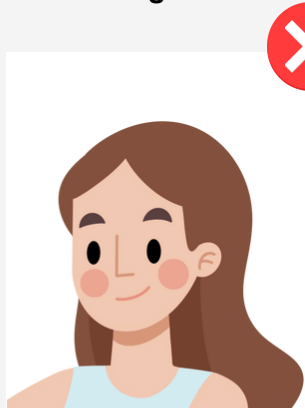
Shadow



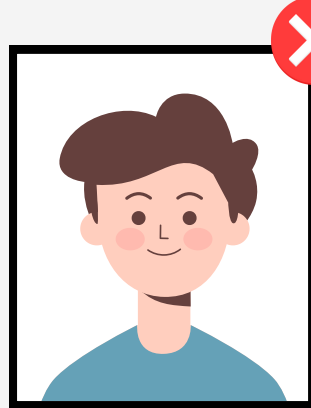
Too dark



Half-body photo



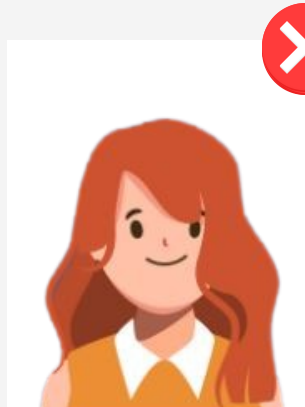
Not a full-frontal view



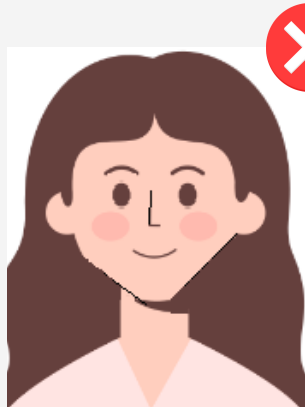
Border around image



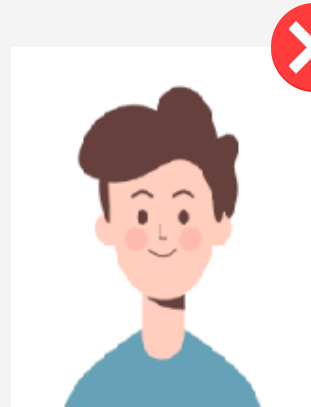
Pixelated



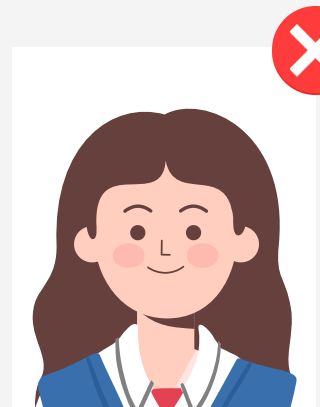
Facial features covered



Heavily edited



Compressed



In institution or group uniform

FREQUENTLY ASKED QUESTIONS (FAQ)

Q1: The **file size** of my photo is too big or has different aspect ratio. What should I do to address this issue?

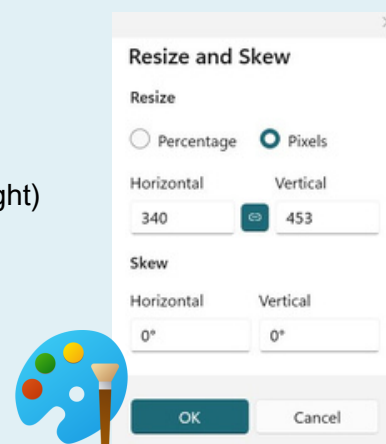
I. Remove any excess space in the photo by cropping the original photo. The photo should only show the full-frontal view of your face with upper shoulders visible (and up to the shoulders only).

II. Use applications such as Microsoft Paint to resize your photo:

- Enter dimensions in the pop up: 340 Pixels (Width) and 453 Pixels (Height)
- Ensure 'Maintain Aspect Ratio' is checked
- Save the resized photo in JPEG or JPG format, with file size less than 2MB

III. Ensure that photo quality is not compromised, and no border appears around the photo after resizing.

IV. Resubmit photo



Q2: Can I use a mobile app to take photo or submit a selfie for submission?

Submitting selfies is not recommended, as they often result in suboptimal quality and can lead to significant delays in the approval of your submission. Instead, we suggest having someone assist you in taking a clear photograph of your head and shoulders in a full-frontal view, ensuring it meets the specified requirements.

Alternatively, you may use a mobile app specifically designed to capture photographs in the required dimensions. Apps like Passport Size Photo Maker (selecting "Singapore" for the size) are available on Android Play Store or Apple Store.

Please note that your photograph should not be altered or enhanced in any way. This includes any modification of facial features and/or the use of photo editing software.

The photo will be accepted if it complies with our requirements.

Q3: How will my submitted photo be used?

The photo you submitted will be stored in the University's record. It will appear on your physical Student Card (if applicable), e-student card in the uNivUS app, Canvas, Undergraduate concession card, and more.

Therefore, it is important to submit a recent photograph that reflects your current appearance.

Q4: How do I submit my photo and check whether my submission has been processed?

Before submitting, please ensure that your photo meets the requirements as stated on the first page.

If your photo is rejected, you will receive an email specifying the reason for rejection. Please check your mailbox, including the spam or junk folder. In that case, please submit a new photo that fulfills the requirements.