

Photograph Specifications

- a) Color: Photo must be in color and not in black or white.
- b) Head size and position: The head should be between 1 and 1 3/8 inches from chin to the top of your head.
- c) Recency: Cannot be older than the past six months.
- d) Background: Solid white or a shade off white (Plain no patterns).
- e) Facial Expression: Use a neutral expression.
- f) Eyes: Open and visible.
- g) Glasses: No glasses are allowed to be worn.
- h) Headgear: No hats, beanies or other head coverings are allowed.
- i) Dimensions and size (pixels): 600x600 pixels minimum and 1200x1200 maximum.
- j) Dress code: No uniforms. Dress in business casual attire (polo shirt).
- k) Beard: If you normally have a beard, keep it. If not, then don't grow one for the picture.