

## Photo Submission Guidelines

When submitting your own photos, please make sure your photo meets these guidelines:

- It is a current self portrait
- It is a clear, good-quality photograph
- It has a plain, white background
- Your head is centered and facing forward



Below are examples of photos that will be approved.

Photos including any of the following will not be allowed:

- Someone other than yourself, (animal, baby, parents, inanimate object)
- Sunglasses
- Tilted heads or a profile shot
- Comical photos or photos with gestures
- Colored background besides white or objects/scenery in the background
- Hats
- Group photos
- Low-quality images – if the image is blurry or pixelated – then it will print blurry and pixelated
- Anything besides the acceptable images described above



Pets



Sunglasses



Side-Profile



Comical



Hat



Group



Low-Quality photo



Non-White Background

## Photo Submission

### Photo submission Requirements:

#### Your photo **MUST** meet the following criteria:

- A recent photo of yourself only
- Color photo only
- Background must be plain white background (i.e white painted wall, white poster board, white sheet, or white screen. No patterns, textures, or scenic backgrounds)
- Face straight ahead, No head tilts

- Center your face and shoulders within photo frame
- Cropped from just above the top of the head to the collarbone
- Wear colored clothing that can be seen
- No hats, sunglasses, glare on glasses, red eye, shadows, blurry or debutante/glamour photos
- No other visible people or objects
- Not too dark, bright, close or distant

#### Photo Tips:

- If you have a problem submitting a photo cropped from a larger photo, you may need to retake your photo in a smaller size or use a different photo editing tool.
- Glare on glasses can be avoided with a slight downward tilt of your head or by turning off the camera flash.
- Shadows in the background can be reduced or removed by positioning a backlight below you pointing upward and by minimizing the distance between you and the background.
- Shadows on your face can be reduced by minimizing overhead lighting and making sure the lights on either side of you are of equal intensity.
- High contrast can be avoided by using even lighting and appropriate camera settings. Use balanced lighting to minimize shadows on the face or under the chin.
- Photos are, also affected by the type of light used. Avoid mixing incandescent and fluorescent lighting. The color balance selected on the camera should match the illumination.
- Exposure problems can be avoided by using the recommended light arrangement and diffusing the light sources. Overexposure occurs when the film or camera sensor receives too much light, which results in a loss of resolution or fine detail in highlights and more graininess. Underexposure occurs when the film or camera sensor receives too little light, which results in loss of detail in shadows.
- Photos taken with a cell phone may require better lighting.
- Have someone take the photo for you rather than taking a selfie.

**\* Important: Please remember to bring your valid government issued photo identification card to obtain your new Vanderbilt University ID card. (Either U.S. Driver's License issued by DMV, Security/ U.S. Green Card, Passport book or U.S. Military ID Card.)**