



BISHOP  
GROSSETESTE  
UNIVERSITY



# STUDENT ID PHOTO GUIDANCE



In order for us to issue your University ID card, we need a photo of you which you can upload direct into the Self-Service Pre-Enrolment Form.

## Your student ID card is used for:

- Accessing university buildings including the library
- Proving your identify when collecting assignment and taking exams

What we need is a full-face, head-and-shoulders portrait, like a passport photo. It needs to show your whole head, from the top of your hair to the bottom of your chin. We need to see your face clearly so, like a passport photo, you should avoid:

- a hat or other head covering (unless it's for religious reasons)
- sun glasses
- hair over part of your face

## Please also be aware of the following restrictions:

- Do not submit a photo with red eye.
- Do not submit a photo where you are the distance or there are other people visible.
- Do not submit a which you have edited to alter your appearance or which has had a filter applied to it

## Your photo must be:

- Clear and in focus
- Be in colour
- Be of you alone (no other people or pets)



## File Format

The image should be a JPG, JPEG, GIF, TIF or PNG file and should be less than 10MB. If there is a problem with your photo, we will contact you and request a different photo. This could mean your student ID card won't be ready at the start of term.