**Photo Requirements:**

1. A current, colored passport-style photo showing a full-frontal view of the head and shoulders only
2. Centered on a solid white background with no visible objects
3. Eyes open and visible
4. No hat or head coverings of any kind (religious exempt) and no sunglasses
5. No gestures of any kind
6. No filters or digitally enhanced images
7. Minimum width and height of 395 x 464 in jpg/png format
8. The photo file name must be the *first and last name and student or employee ID number*.  Example:

cid:image001.png@01D9782F.810932C0