Branch Campus ID Online Photo Submission Guidelines

Here are some tips for capturing a great photo:

DO'S:

- Take a new photo that is no more than 1MB in size, is at least 300x300 pixels and in jpeg (.jpg) format.
- Stand in front of a smooth, light background, such as a white wall.
- Take a color photo only.
- Be sure to use good lighting! Photos that are dark, overexposed, or show glare on glasses will not be accepted.
- Face forward and look directly at the camera.
- The photo should be a centered and front-facing headshot that should include your shoulders.
- Make sure there's some space between your head and the top of the photo.
- Watch out for red eye in your photo, or reflection in glasses or contacts. We need to clearly be able to see your eyes.

DON'TS:

- Don't wear hats, graduation caps, sunglasses or other items that obscure your face.
- Don't include other objects or people in the photo submitted.
- Don't use patterns, texture or scenic backgrounds for your photo.
- Don't use images that have glare from glasses or heavy shadows.
- Don't use images that are overexposed or underexposed.

Here are some examples:

This is a good photo. (though it wouldn't hurt to smile!)

This is a good photo.

This is a bad photo. You should be facing forward.

This is a bad photo. The photo must include your shoulders.

This is a bad photo. Hats are not allowed. The background must be a light color.

Have questions or concerns about the submission process? Contact the Ram *e* Card office at 610-738-0429 or via email at RamECard@wcupa.edu.