

UCM ID Photo Submission Guidelines

What to Do	What Not to Do
Current color photo in .jpg or .png format	No props or hand gestures allowed
Plain, light colored background	No other visible people or objects in the photo
Centered, from view of full face	No shadows on the face, glare on glasses, or red eye
Cropped from just above the top of the head down to the collarbone	No inappropriate expressions
Proper lighting	No sunglasses
Eyes open and visible	No hats
Straight face or smile	Photos must be in color
Wear prescription glasses if you normally do so	Background must be plain
Head covering allowed if you wear it daily for religious purposes (full face must be visible and covering cannot obscure hairline or cast shadows on face)	