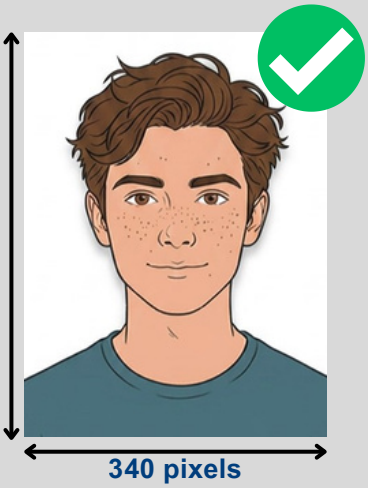
NUS ONLINE PHOTO SUBMISSION GUIDELINES AND REQUIREMENTS

Please submit a colour photo taken within the last 3 months.
Ensure you are properly attired as befits a university student.



Background Colour: White Only

Dimension: 340 pixels (W) x 453 pixels (H)

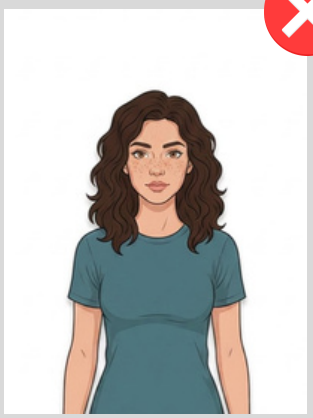
Aspect Ratio: 0.75

File Format: JPEG or JPG in Colour Only

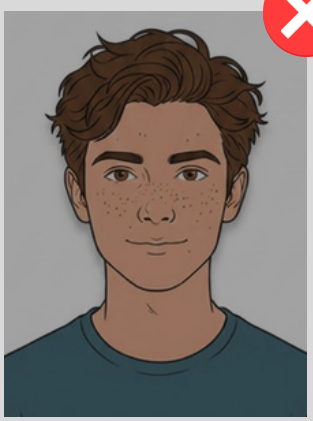
File Size: Less than 2MB

EXAMPLES OF UNACCEPTABLE PHOTOS

Non-white background


Excess space in background

Shadows


Dark Image

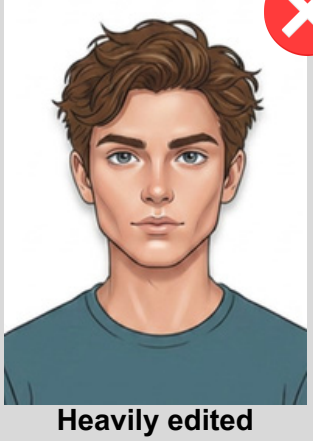
Head tilted

Head turned sideways

Border around image

Pixelated or Blurry

Facial features covered


Heavily edited

Compressed

In institution or group uniform

FREQUENTLY ASKED QUESTIONS (FAQ)

Q1: The photo I want to submit has a different aspect ratio, what should I do?

- Follow the guide below to crop your photo to the appropriate size!

Q2: The file size of the photo I want to submit is too large, what should I do?

- Open the Photo in “Photos” on a windows device.
- Follow the guide below, starting from step 11.

Q3: Can I take a picture using my Smartphone?

- Not recommended as:
  - It is difficult to take a photo at home or outside that has even lighting.
  - Smartphone cameras can have a fisheye effect on your face.

- Recommended to take one at a studio or a self-service passport photo kiosk as their lighting is even and will not cause shadows.
  - Please ensure that they can provide you with a digital copy of your photograph.

Q4: Where will this photo be used?

- It will be found:
  - In NUS portals such as Canvas and Edurec.
- It will be printed on your NUS Student Card and Undergraduate Concession Card.

Q5: Can I change the photo I submitted in the future?

- Yes, you may change the photograph anytime by submitting a new one HERE.
- Please note that:
  - The new photo will also be subject to the same Guidelines and Requirements.
  - The new photo will reflect on your NUS portals.
  - Reprinting of NUS Student Cards to reflect the new photo is STRICTLY NOT ALLOWED without special circumstances.

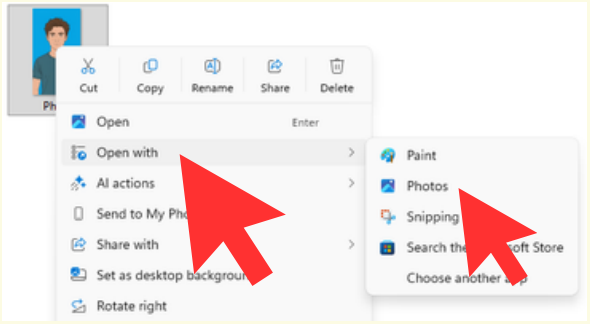
STEP-BY-STEP GUIDE PHOTO FORMATTING (WINDOWS EDITION)

Step 1

Right click the selected photo in File Explorer

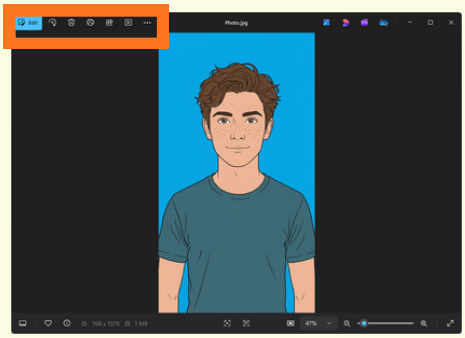
Step 2

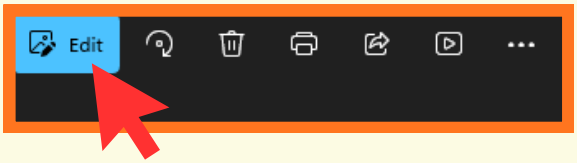
Select “Open with” and “Photos”



Step 3

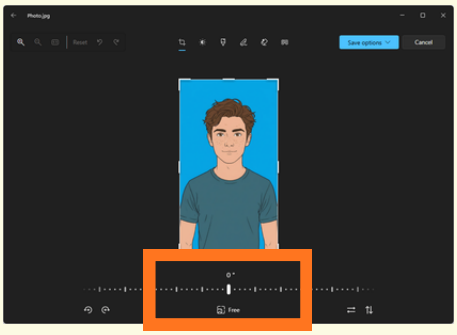
Select “Edit”

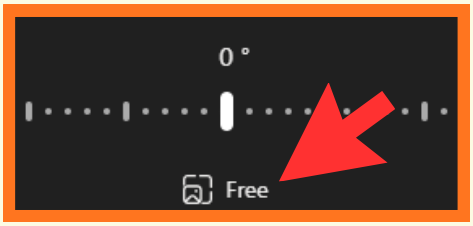




Step 4

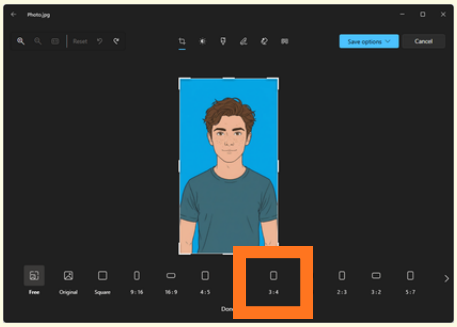
Select “Free”



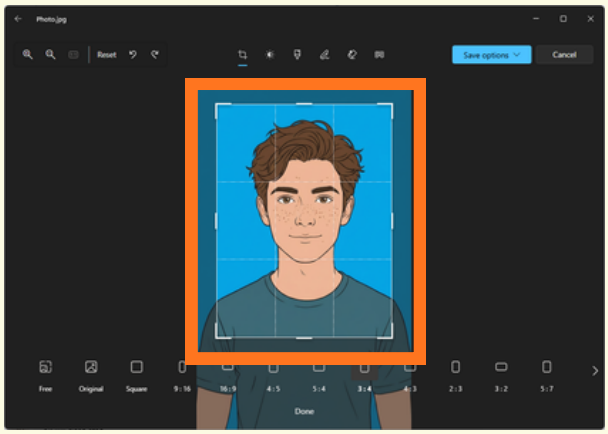


Step 5

Select “3:4”

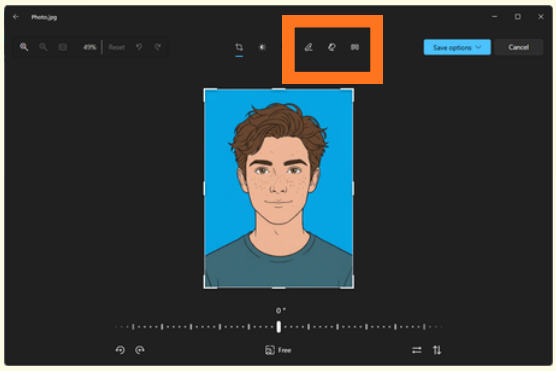


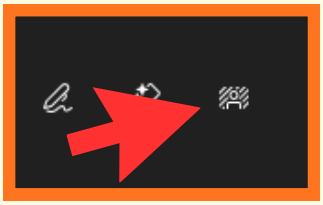
STEP-BY-STEP GUIDE PHOTO FORMATTING (WINDOWS EDITION)



Step 6

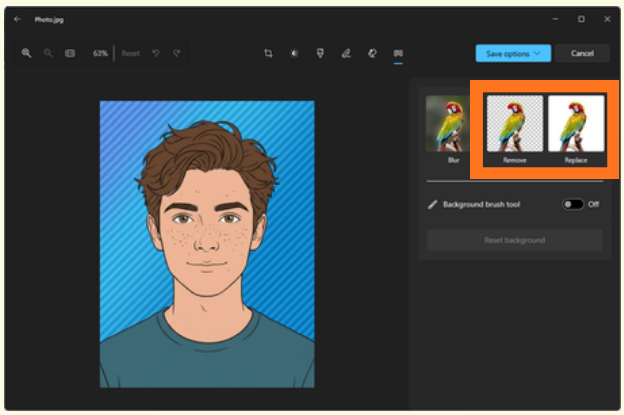
Zoom in and move the photo to ensure that the edges of your eyes are touching the left & right gridlines respectively

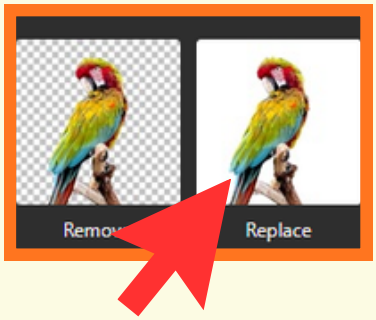




Step 7

Select the “Background” option





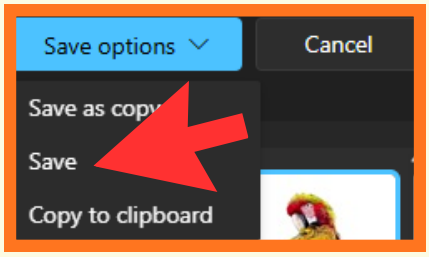
Step 8

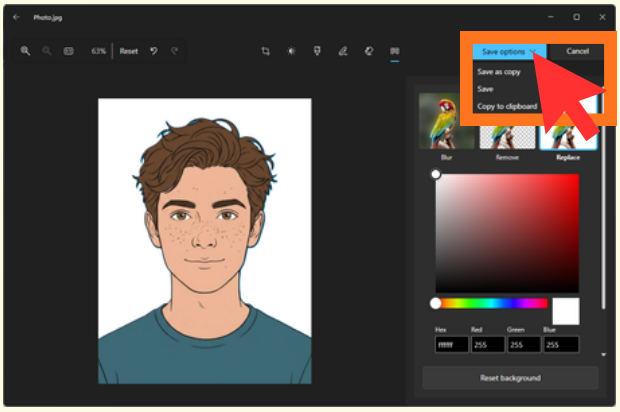
Select “Replace”

STEP-BY-STEP GUIDE PHOTO FORMATTING (WINDOWS EDITION)

Step 9

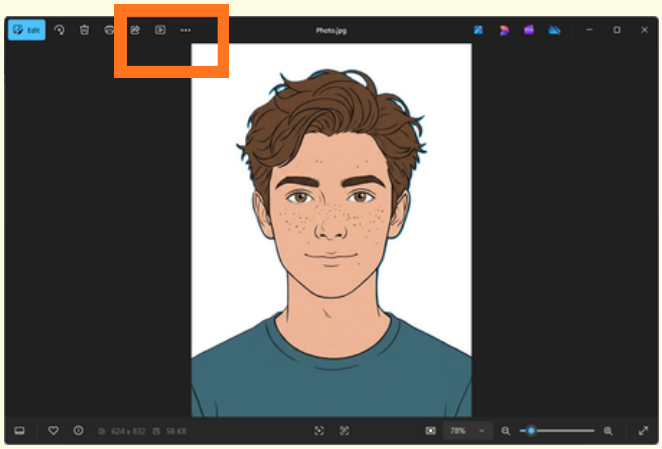
Select “Save options” and “Save”

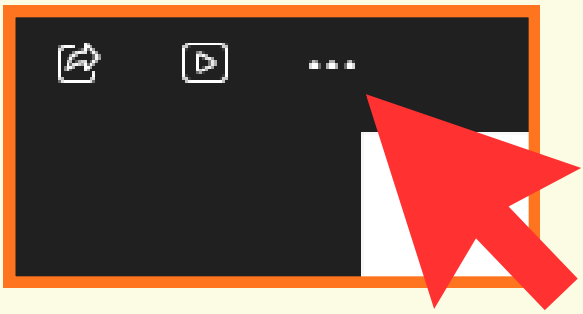




Step 10

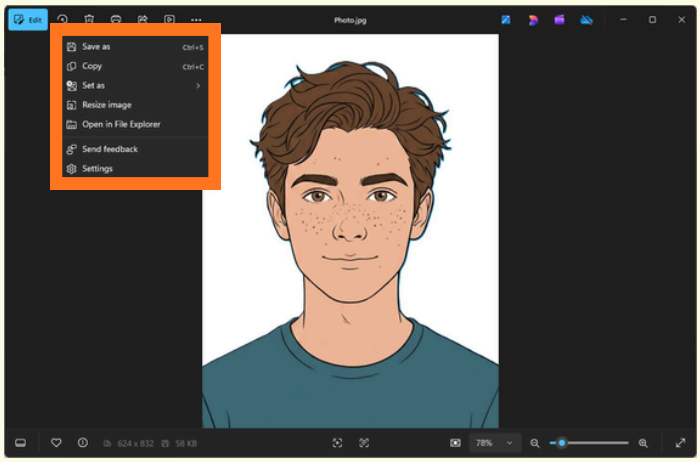
Select the 3 dots on the top left corner

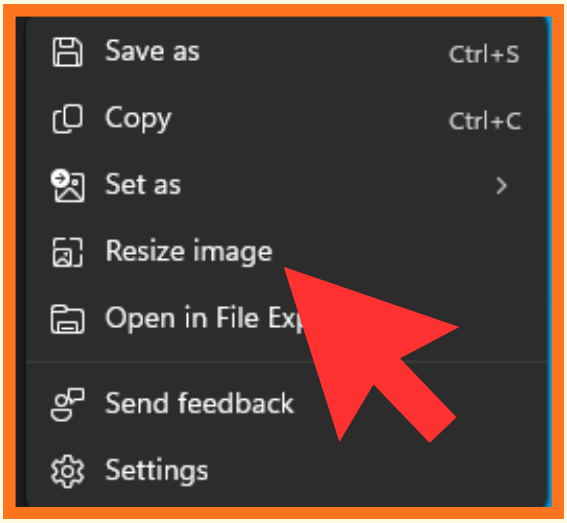




Step 11

Select “Resize image”



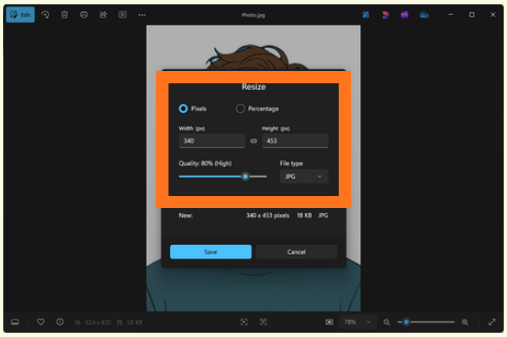


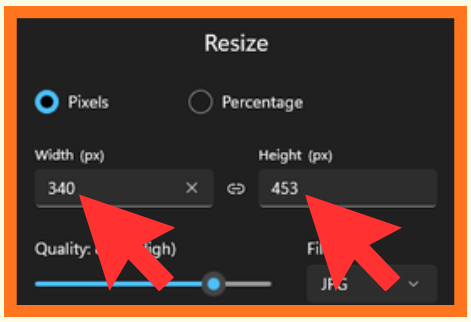
STEP-BY-STEP GUIDE PHOTO FORMATTING (WINDOWS EDITION)

NOTE
Photos will still be accepted if the "Height" is between 452-454 Pixels

Step 12

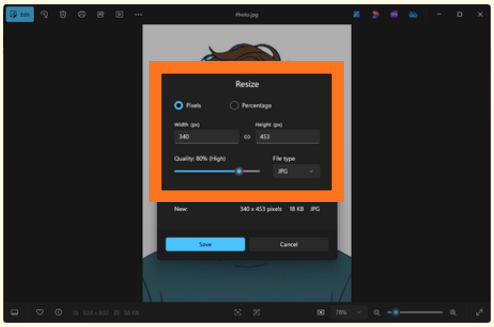
Change "Width" to "340" and "Height" should automatically change to "453"

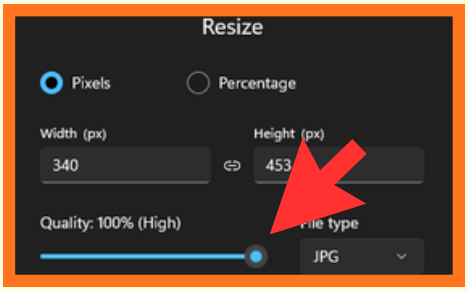




Step 13

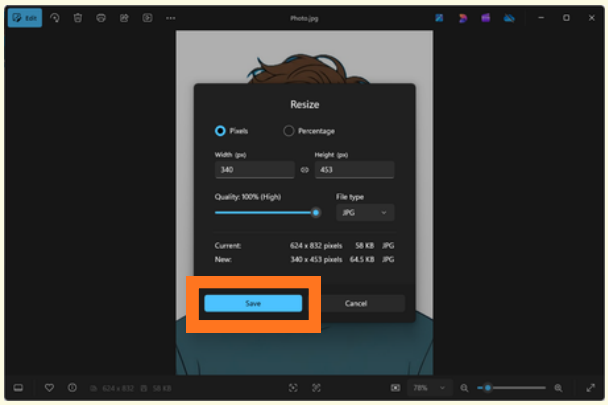
Drag the "Quality" slider to 100%





Step 14

Select "Save"



Step 15

Upload the final photo during Onboarding

Upload Photo and Verify Photo

You will be required to submit a photograph for official records and printing of your student card during the check-in and onboarding.

Please upload a recent photo taken within the last three months according to the requirements here.

<**Note**> The uploaded photograph is still subjected to approval.