

ONLINE PHOTO SUBMISSION GUIDELINES

Your submitted photo should look similar to a driver's license or a passport photo. It is **not** necessary to have a professional sitting done or have passport photos made. It is acceptable to simply have someone take a photo of the student against a light-colored wall.

Please note the following guidelines prior to taking your photo:

- Photos should be cropped slightly above your head and directly below your shoulders.
- You must look at the camera with open eyes. Smiles are allowed!
- Should be facing forward. The camera should be at a straight angle directly in front of you.
- All backgrounds should be plain (no patterns) and light in color; white or off-white is preferred.
- The photo must be in its original color (not black & white or sepia).
- Must be clear and focused.
- No other persons, accessories, or props may be included (i.e. no sunglasses, hats, large jewelry). Religious or medically necessary items are permitted (i.e. prescription eyewear or religious headwear).
- Please do not send copyrighted photographs.
- No Senior portrait photos.

Please be aware that RowanCard ID photos are also used for course rosters and other authorized uses by faculty and staff. More professional photos and attire are encouraged.