

## Guidelines for photograph

### ***Format & quality***

The photo must be clear, with no stains, imprints or folding marks.

The photo must be at least 248 x 349 pixels and the image resolution must be of at least 300 DPI.

The photo must be 4 Mo maximum.

The size of the face must be 90% of the photo.

The photo must be no more than 6 months old.

The photo has to be an electronic file: jpg, jpeg, bmp or png.

### ***Light, contrast and colours***

The photo must be in colour.

The photo must be clear, well-defined, with no shade on the face or the background.

The photo must be taken against a plain white or light grey/blue background.

### ***Head***

A hairpiece or other cosmetic accessory is acceptable only if it does not change the natural appearance of the candidate.

The photograph must show the candidate without any hat or other head covering. However, if the candidate must wear a head covering for religious reasons, the photo will be accepted, but the candidate's facial features from bottom of chin to top of forehead and both edges of his/her face must be clearly shown.

The photo must show head and top of shoulders close up and square on.

### ***Face***

The photo must show the candidate looking straight at the camera (not tilted head) and be taken with a neutral expression and the mouth closed (not laughing or frowning).

The photo must show the candidate's eyes open and clearly visible (no hair in eyes).

### ***Glasses***

If the candidate usually wears glasses, he/she does not have to wear them for the photo.

However if the candidate decides to wear glasses:

- they must show your eyes clearly;
- no flash reflection off the glasses;
- no tinted lenses;
- avoid heavy framed glasses ;
- frames should not cover any part of your eyes.

Sunglasses are not acceptable