



## BFHcard photo guidelines

To enable us to produce a personal BFHcard for you, we need you to upload a passport photo which has to meet specific criteria:

### 1. Basics

- A passport-like photo is required to create the BFHCard.
- No further objects or people should be visible on the photo.
- The face should be in the middle of the photo and take up approx. 2/3 of the height and width of the photo.
- The photo must be as recent as possible.

### 2. Sharpness and contrast

- The face must be clearly identifiable on the photo.
- The face must be sharp in all areas and clearly recognisable.
- The background should be as neutral as possible and provide a contrast to the face and hair.

### 3. Head position and facial expression

- The person should look directly into the camera.
- Profile pictures are allowed if more than 50% of the face is clearly visible.
- The face may not be (partially) covered by objects.

### 4. Eyes and line of gaze

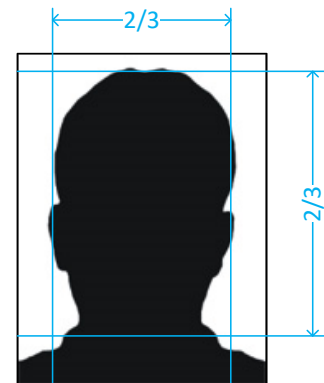
- The eyes must be open and recognisable.
- Reflection on glasses must be avoided.
- Shaded glasses and sunglasses are prohibited.

### 5. Headdress

- No headdress may be worn on the photos.
- Religious headdresses are however the exception to this rule; the face must be recognisable, though, from the forehead to the chin.

### 6. Size, ratio and resolution

- The photo for the BFHCard will be printed with a 4:3 aspect ratio. If the photo has a different ratio, it will be cropped automatically to fit.
- The photo must be a JPEG file with a minimum resolution of 196 x 245 pixels.



Effective: 21 April 2020