

## GUIDELINES FOR ID PHOTO SUBMISSION – SFP 2018

In an effort to streamline the check-in process for incoming SFP students, Caltech Card Services requires that all students electronically submit a photo for use on their Caltech ID cards. The guidelines for submission are as follows:

### Acceptable Photos

- Any passport photo
- A non-passport photo fitting the following requirements:
  - The photo must be of *only* the student (no group photos)
  - The photo must be taken from directly in front of the student (no side angles)
  - The photo must have a solid background
  - No sunglasses, hats, hoods, masks, etc.
  - JPEG format, under 1 MB if possible

If your photo fails to meet one or more of these requirements, you will be notified and asked to resubmit the photo.

### Submission Process

Send an email to [sfpidcard@caltech.edu](mailto:sfpidcard@caltech.edu) including the following:

- Subject line: "SFP 2018 ID photo submission"
- Full Name
- JPEG fitting the parameters above

**The deadline for photo submission is 5/15/2018 (but earlier would be appreciated).** Your ID card will be available for pick-up at the SFP Orientation Day Check-In Fair. If you have any questions regarding the photo submission process, please contact the SFP Office at [sfp@caltech.edu](mailto:sfp@caltech.edu), or call (626) 395-2885.