

## Online Registration Photo Upload Guidance

During the online registration process you will be asked to upload a passport style photograph. This photograph will be used on your **university identity card**, your 'Cumbria Card'.

If you already have a Cumbria card you do not need to upload a photograph unless you'd like a more recent photograph on your card.

This step is **NOT** mandatory but it is advisable. It could reduce your queuing time at your registration event. The facility to upload a photograph will temporarily close 3 days before registration in September.

This document provides guidance on the nature of the image required and brief instructions on how to crop and resize an existing image you may have.



The photograph must:

- be passport standard
- be in portrait orientation (ie, higher than it is wide).
- be taken with your eyes open and clearly visible (no sunglasses or tinted glasses and no hair across your eyes)
- show your full head, without any head covering unless you wear one for religious beliefs or medical reasons
- show you on your own
- be in colour
- be taken within the last 12 months
- be clear and in sharp focus, with a clear difference between your face and a plain light background

To enable your photograph to be processed and printed onto your card the image file should be **less than 50kb in size** and in JPG format. Most digital cameras and smartphones save photographs as a JPG/JPEG file however these are normally larger than 50kb and will need resizing before submission. You can find the file size of the image by right clicking on the image file on our computer and selecting **'Properties'**.

A photograph not meeting the requirements will be rejected and you will have to have your photo taken and card produced at your registration event.

### Web based image re-sizing and cropping tools

The University provides an easy-to-use online image resizing service <http://media.cumbria.ac.uk/secure/pic>

Several websites allow you to crop and resize pictures online.

We've found [www.picresize.com](http://www.picresize.com) to work well - but we would stress that this is an external site over which we have no control. Simply upload your picture, drag the crop box to classic passport photo shape and then click the Crop Selection button. We would suggest selecting Custom Size from the Resize Your Picture menu, and choosing a width of 300 pixels. Also, please remember to Save As a JPG.

[www.resizeyourimage.com](http://www.resizeyourimage.com) also gives good results.