



PHOTO SPECIFICATIONS:

- Full face, front view
 - Stand alone in the center of the frame
 - Capture a closeup from the chest area to the top of your head, leaving 5" - 6" of space between your scalp and the top edge of the frame ("headroom")
- Attire: Wear solid, neutral colors. Do not wear white, distracting patterns, or accessories such as hats and sunglasses. Professional attire preferred
 - Background: Stand in front of a white or off-white neutral background, such as a blank wall
 - Lighting: Fully and evenly expose your face by standing in front of a window or other light source
 - Format: .JPG, .JPEG, .PNG
 - Size: At least 2 x 2 inches
 - Quality: If possible, take your photo with a high-resolution camera; cell phone images will not be accepted unless it is good quality
 - Relevance: Make sure your image is recent (within the past 6 - 12 months) and accurately showcases your current appearance

