

**SMU Guidelines on Taking Photograph**  
**(Must be a recent photograph for SMU Official Records and**  
**SMU Student Identification Card)**

Photograph will be printed in student ID card that will last for the duration you are in SMU. Any change of photograph will incur a charge.

- a) You should face the camera directly.

Correct



Incorrect



- b) Facial features should be clearly evident in the photograph. Only your face and the top part of your body should be seen in the photograph – e.g. no placement of hands on face.

Correct



Incorrect



- c) Eyeglasses should be worn if normally used. There should be no reflection on the eyeglasses. There should be no headgear/headaddress, unless it is worn on a daily basis – e.g. turban.

Correct



Incorrect



- d) Background can be in any plain colour (e.g. blue, green, brown, white). A black background is **not** accepted. The colour of clothing **should not** be the same as the background.

Correct



Incorrect



- e) The photograph should not be cropped off.

Correct



Incorrect



- f) The photograph should have an even exposure. There should not be any shadow in the photograph.

- g) The photograph should not show the outer edge of your shoulders or your arms.

Correct



Incorrect



*(SMU reserves the right to reject any photograph that it deems inappropriate or not properly/well taken)*