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/headdress, 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](image1.png) ![Incorrect](image2.png)

---

e) The photograph should not be cropped off.

![Correct](image3.png) ![Incorrect](image4.png)

---

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](image5.png) ![Incorrect](image6.png)

---

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