

Photo Guidelines

You must upload **1 full length formal photo**, **1 identical passport sized photo** and **2 smart/sophisticated photos** all taken within the past month.

Follow the guidelines and photos provided below.

INSTRUCTIONS FOR FULL LENGTH FORMAL PHOTO & PASSPORT SIZED PHOTOS

Professional Grooming

- ✓ Visible makeup
- ✓ Hair professionally groomed in a bun
- ✓ Hair neat and tidy

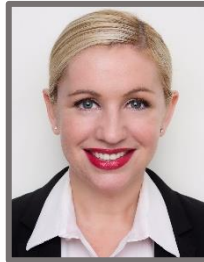
Must Have

- ✓ Natural happy smile
- ✓ Full length (the top of your head & your shoes must be visible)
- ✓ Hands straight by side with both legs together. Stand up straight.
- ✓ You must be directly facing the camera
- ✓ Photo cannot be altered / photo shopped
- ✓ Good lighting – no shadows
- ✓ Sharp and in focus

Business Attire

- ✓ Closed fitted jacket
- ✓ Knee length skirt
- ✓ High heels (closed toed / no ankle straps)
- ✓ Skin colour stockings
- ✓ No neck scarves, no jewellery
- ✓ No glasses, no colour contact lenses
- ✓ No watches

Passport Size Photo



4.5cms x 3.5cms
or 1.78" x 1.38"

1 Photo

10cms x 15cms or 4" x 6"



SMART AND SOPHISTICATED PHOTOS

1x full length (standing, photo from head to toe) and **1x close up** (standing, photo from head to waist) casual photos. Please refer to the photos below. Your attire and surroundings should be conservative and reflect your professional image. You must be standing up, straight, facing the camera, hands flat by your side, natural happy smile, hair behind ears and shoulders.



10cms x 15cms
or 4" x 6"

Sample Photo

- ✓ Natural happy smile
- ✓ Jeans
- ✓ Plain fitted t-shirt (not white)
- ✓ High heels (closed toed)
- ✓ Visible makeup
- ✓ Hair tidy
- ✓ Sharp and in focus
- ✓ Only you present in the photo

No Accessories

- ✗ No bags
- ✗ No glasses / sunglasses
- ✗ No extra ear piercings
- ✗ No neck scarves
- ✗ No watches

No Layers

- ✗ No vests / tank tops
- ✗ No sweaters
- ✗ No jackets
- ✗ No cardigans
- ✗ No long sleeved shirts

You must upload 1 full length formal photo, 1 identical passport sized photo and 2 smart/sophisticated photos all taken within the past month.

Follow the guidelines and photos provided below.

INSTRUCTIONS FOR FULL LENGTH FORMAL PHOTO & PASSPORT SIZE PHOTOS

Professional Grooming

- ✓ Hair neat and tidy
- ✓ Clean shaven

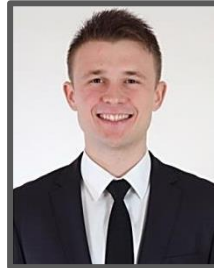
Business Attire

- ✓ Closed jacket
- ✓ Suit, shirt and tie
- ✓ No piercings visible
- ✓ No glasses
- ✓ No colour contact lenses
- ✓ No watches

Must Have

- ✓ Natural happy smile
- ✓ Full length (the top of your head & your shoes must be visible)
- ✓ Hands straight by side with both legs together. Stand up straight.
- ✓ You must be directly facing the camera
- ✓ Photo cannot be altered / photo shopped
- ✓ Good lighting - no shadows
- ✓ Sharp and in focus

Passport size photo



4.5cms x 3.5cms
1.78" x 1.38"

Full length photo



10cms x 15cms
4" x 6"

SMART AND SOPHISTICATED PHOTOS

1x full length (standing, photo from head to toe) and 1x close up (standing, photo from head to waist) casual photos. Please refer to the photos below. Your attire and surroundings should be conservative and reflect your professional image. You must be standing up, straight, facing the camera with your hands flat by your side, natural happy smile.



10cms x 15cms
or 4" x 6"

Sample Photo

- ✓ Natural happy smile
- ✓ Jeans
- ✓ Plain t-shirt (no designs)
- ✓ Clean shaven
- ✓ Hair tidy
- ✓ Sharp and in focus
- ✓ Only you present in the photo

No Accessories

- ✗ No bags
- ✗ No glasses / sunglasses
- ✗ No piercings
- ✗ No scarves
- ✗ No watches

No Layers

- ✗ No vests / tank tops
- ✗ No sweaters
- ✗ No jackets
- ✗ No cardigans
- ✗ No long sleeved shirts