

## OHSU ID Badge: Electronic Photo Submission

Your OHSU ID badge is a critical part of your identification on and off campus and is required to be worn at all times while you are on campus. Your ID badge will provide you with access to key clinical areas, the library and SoN classrooms. Your ID badge will be prepared in advance and provided to you on or before the first day of classes. In order to get your ID badge before the start of the term you must complete all required immunization items as well as provide an electronic passport sized photo of yourself in advance. To learn more about the electronic photo requirements, please review the information below.

### Photo Requirements

Please provide an electronic photo that meets these requirements. The photo must:

- Be in color
- Measure 2 x 2 inches (51 x 51 mm) in size
- Sized such that the head is between 1 inch and 1 3/8 inches (between 25 and 35 mm) from the bottom of the chin to the top of the head. See the photo composition template below for more size requirement details.
- Have been taken within the last six months and reflect your current appearance
- Be taken in front of a plain white or off-white background
- Be taken in full-face view directly facing the camera
- Have a neutral facial expression and both eyes open
- Be taken in clothing that you normally wear on a daily basis:
  - Uniforms should not be worn in your photo, except religious clothing that is worn daily.

- Do not wear a hat or head covering that obscures the hair or hairline, unless worn daily for a religious purpose. Your full face must be visible, and the head covering must not cast any shadows on your face.
- Headphones, wireless hands-free devices or similar items are not acceptable in your photo.
- If you normally wear prescription glasses, a hearing device or similar articles, they may be worn for your photo.
- Dark glasses or non-prescription glasses with tinted lenses are not acceptable unless you need them for medical reasons (a medical certificate may be required)
- Glare on glasses is not acceptable in your photo. Glare can be avoided with a slight downward tilt of the glasses or by removing the glasses or by turning off the camera flash.

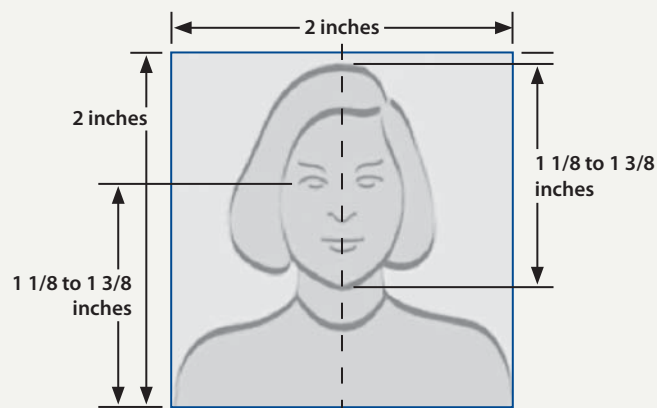
**Note:** Photos copied or digitally scanned from driver's licenses or other official documents are not acceptable. In addition, snapshots, magazine photos, low quality vending machine or mobile phone photos, and full-length photographs are not acceptable.

### Photo Composition

- Make sure the photo presents the full head from the top of the hair to the bottom of the chin
- Center the head within the frame
- The person in the photo should have a neutral expression and be facing the camera

### Submitting Your Photo

- Undergraduate students send photo to [kristica@ohsu.edu](mailto:kristica@ohsu.edu)
- Graduate students send photo to [kimptonc@ohsu.edu](mailto:kimptonc@ohsu.edu)



### Paper Photo Head Size

- Photo must be 2 x 2 inches
- The height of the head (top of hair to bottom of chin) should measure 1 inch to 1 3/8 inches (25 mm - 35 mm)
- Make sure the eye height is between 1 1/8 inches to 1 3/8 inches (28 mm - 35 mm) from the bottom of the photo