

## GUIDELINES FOR PHOTOGRAPHS – TCF AND TCFQ

### *Format & quality*

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- The photo must be clear, with no stains, imprints or folding marks.
- The photo must be at least 248 x 349 pixels and the image resolution must be of at least 300 DPI.
- The photo must be 4 Mo maximum.
- The size of the face must be 70% or 80% of the photo, from bottom of chin to top of forehead (not including hair).
- The photo must be no more than 6 months old.
- The photo has to be an electronic file: jpg, jpeg, bmp or png.

### *Light, contrast and colours*

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- The photo must be in colour.
- The photo must be clear, well-defined, with no shade on the face or the background.
- The photo must be taken against a plain white or light grey/blue background.

### *Head*

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- A hairpiece or other cosmetic accessory is acceptable only if it does not change the natural appearance of the candidate.
- The photograph must show the candidate without any hat or other head covering. However, if the candidate must wear a head covering for religious reasons, the photo will be accepted, but the candidate's facial features from bottom of chin to top of forehead and both edges of his/her face must be clearly shown.
- The photo must show head and top of shoulders close up and square on.

### *Face*

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- The photo must show the candidate looking straight at the camera (not tilted head) and be taken with a neutral expression and the mouth closed (not laughing or frowning).
- The photo must show the candidate's eyes open and clearly visible (no hair in eyes).

### *Glasses*

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- If the candidate usually wears glasses, he/she does not have to wear them for the photo.
- However if the candidate decides to wear glasses:
  - they must show your eyes clearly;
  - no flash reflection off the glasses;
  - no tinted lenses;
  - avoid heavy framed glasses ;
  - frames should not cover any part of your eyes.
- Sunglasses are not acceptable.