**OWLcard Photo submission requirements**

- Face must be clearly visible and facing forward – no profile/social media shots and no headphones, sunglasses or hats.
- Photo must be in color.
- Student must be the only person in the picture.
- CANNOT be taken in a car or crowded room or have background objects – no trees, door frames or window blinds, etc.
- No graduation caps, gowns, uniforms or costumes.
- Photograph must have a plain passport-type white or red background.
- Nothing can be touching the face – no hands, trees, graphics, etc.

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**Acceptable Photos ➔**

Below are several examples of unacceptable photos, that will be denied and will delay processing.

- **Goofy Pose**
- **No hats, sunglasses or earpods**
- **other people**
- **Bad Crop**
- **Busy Background**
- **Profile/crooked pose**
- **Too Dark**

The image can be between 15 kilobytes (KB) and 1 Megabyte (MB). Image should be in a .jpg format. Submit photo and government identification for upload in TUPortal or upload at:


After your images have been reviewed, you will receive a reply instructing you whether they were accepted or denied.