

Requirements for online photo submission

As part of the matriculation process, you are required to submit your photo in the prescribed format by the stipulated deadline. Failure to do so will cause delay in your matriculation.

Please submit a **recently taken** passport sized photograph taken against a **plain white background**. Kindly note that your photograph will be printed on your **SIT Student Card**, displayed on SIT student systems (IN4SIT) and your **Student Concession Card** issued by SimplyGo when you apply for it.

As the student card identifies you as a student of SIT, you have to be appropriately attired in a manner befitting the status of a university student.

Important Note:

Please ensure that your photograph adheres to the requirements as listed below. Failure to meet the below requirements may result in the rejection of your photo and delay the processing of your SIT Student Card and the subsequent completion of your matriculation exercise.

File Format : JPEG only (i.e. 'jpg' extension)

File Size : Less than 150 kilobytes (KB)

Aspect Ratio : 0.75







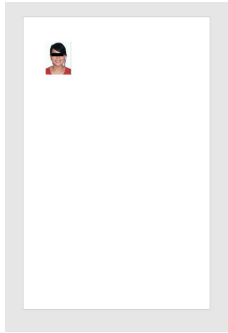

Recommended Dimensions : 336 by 448 pixels



Steps to resize your photo (Using Microsoft "Paint"):

- Open your photo using "Paint"
- Click on the "Home" tab
- Click Resize
- Un-Check Maintain aspect ratio
- Select By Pixels: Horizontal 336 and Vertical 448
- Save your photo

Other Photo Requirements: Please refer to the next page.

Description	Incorrect X	Correct ✓
<p>The photograph must be taken in colour and the background should be plain and white coloured. The photo should not be cropped from candid photographs.</p>		
<p>The photograph should have an even exposure, should be clear not pixelated and not cropped off.</p>		
<p>The photo should present the full head from top of head to bottom of chin and center the head within the frame.</p>		
<p>If your scanned photograph contains any white or black spaces or border, please crop it such that it shows the FULL frontal view of your head.</p>		

SIT reserves the right to reject any photograph that it deems inappropriate or not taken according to the requirement listed above.