

Applying for your CITCard online – photo requirements

You can apply for your CIT student card (CITCard) online by completing the form available at cit.edu.au/citcard. To apply for your CITCard you must also upload a **recent, high quality colour photo** of yourself.

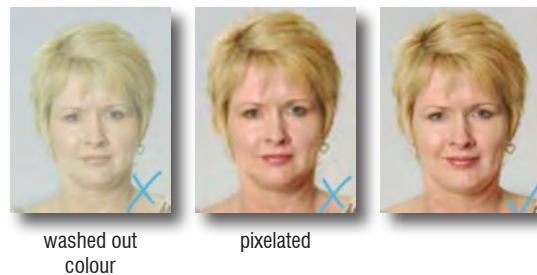
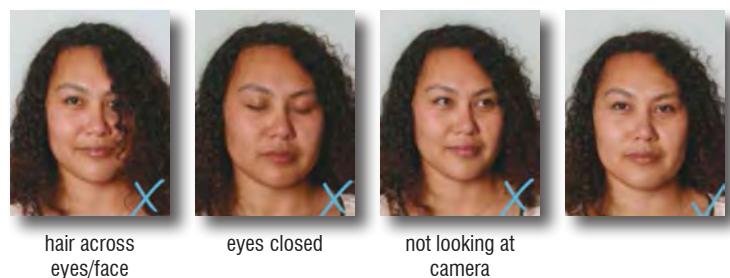
Warning: *Unacceptable photos will delay the processing of your application.*

The following guidelines will help you provide a suitable photograph, so that your application is not delayed by having to submit a new photograph in the required format.

General requirements

Your photo must:

- show your head and top of shoulders close up
- be good quality colour
- have a plain, light-coloured background (eg. cream, pale blue or white)
- have appropriate brightness and contrast showing your skin tones naturally
- have uniform lighting (no shadows across or behind the face)
- be a clear and sharply focused image
- show your shoulders square-on (not looking over your shoulder)
- show your face looking straight at the camera, not tilted sideways or up or down
- show the edges of your face (hair out of face)
- show your eyes open and clearly visible (nothing obscuring eyes, including hair)
- not show any shadows or 'red eye'
- not show any reflections on glasses or face
- not include head coverings (except for religious purposes)
- be a .jpg/.jpeg file type be no bigger than 3MB



Head coverings

The photograph must show you without any hat or other head covering. However, if you wear a head covering for religious reasons we will accept a photograph of you wearing it, but your facial features from the bottom of your chin to the top of your forehead, and both edges of your face, must be clearly shown.



sunglasses
on head

wearing a hat



full face
not visible

face edges
not visible

Glasses

It is preferable that you do not wear your glasses in your CITCard photo. However, you may do so if you wish. If you do choose to wear glasses:

- they must show your eyes clearly
- there should be no flash reflection off the glasses
- lenses should not be tinted
- frames should not cover any part of your eyes.



lenses
too dark

flash reflection
on lenses

frames
covering eyes