

BTP DIGITAL PHOTO REQUIREMENTS

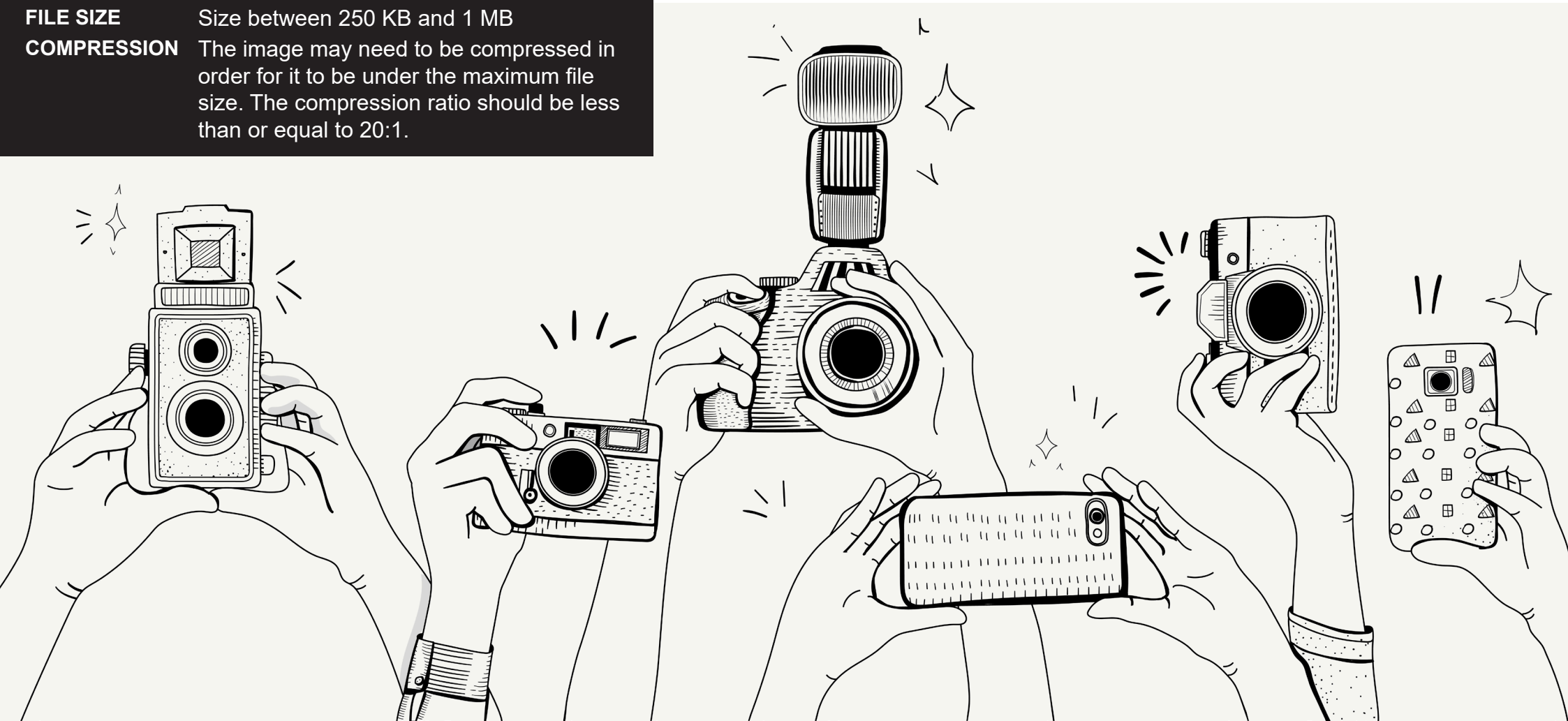
Every application must be accompanied by a digital photograph of the applicant that is compliant with the following requirements:

DIMENSION	Portrait orientation (Applicant's face should take up 70–80% of the photograph); 420 pixels (width) by 540 pixels (height)
FILE FORMAT	JPEG (.jpg or .jpeg)
FILE SIZE	Size between 250 KB and 1 MB
COMPRESSION	The image may need to be compressed in order for it to be under the maximum file size. The compression ratio should be less than or equal to 20:1.

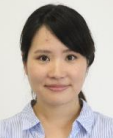









Look your best for your photo:

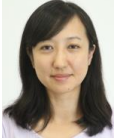











- *Choose an appropriate outfit (i.e. a plain shirt or t-shirt of a dark color)*
- *Have your hair neatly styled and away from your face*
- *Smile naturally*
- *Make sure to look at the camera*

You are perfect just the way you are. Relax!



SAMPLE PHOTOGRAPHS

Approved	Rejected	Reason for rejection
		Applicant must not have anything covering their eyes (sunglasses)
		Applicant must face forward and not portrait style
		Photograph must not be squashed or stretched so that the applicant's face is distorted
		Photograph must be in high resolution (should not be 'pixelated')
		Applicant must be the only person in the photograph

Approved	Rejected	Reason for rejection
		Photograph has been overexposed
		Background must be white or light colored
		Applicant must look into the camera
		Photograph must be taken with uniform lighting, free from shadows, showing skin tones naturally
		Photograph must not have filters or be digitally altered (enlargement of eyes)
		Applicant must not have anything covering their eyes (hair)

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Expression

You should:

- stand/sit facing square to the camera, looking directly at the camera without tilting the head;
- have a neutral facial expression
- have your eyes open and clearly visible (if you normally wears glasses then they can be worn); no coloured contact lenses, no sunglasses
- consider tying long hair back; hair must not cover your eyes;
- do not wear hats, large headbands/ hair accessories, wigs, and other head-coverings, except for religious or medical reasons; do not wear face masks.

Style and Lighting

You should:

- be the only person in the photograph; no object or person in the background
- be in the middle of the photograph frame

Photographs should:

- show recent likeness of the applicant; they should be taken within the last six months;
- have a plain white or light-coloured, uniform background;
- be in colour (not black and white);
- be taken with uniform lighting, with the face and eyes free from shadows
- not be over- or under-exposed; and
- not have reflections from the camera's flash on the applicant's face or glasses.

Quality

Photographs should:

- be in sharp focus and clear;
- be high resolution (should not be 'pixelated');
- not be edited or digitally altered in any way to improve appearance (including application of filters, adjustment/ removal of backgrounds, adjustments to brightness/contrast, etc.); and
- be cropped to meet the dimension and style requirements outlined above; photographs should not be squashed or stretched in such a way that the dimensions of the face are distorted.