

# Vienna International Centre Photo Guidelines

Uploaded photos must be recent (not older than 6 months) in colour meeting the compulsory internationally agreed standards.

## 1. The size of your photos

Your photos must:

- measure 35 millimetres (mm) high by 35mm wide (square)
- not be a cut down version of a larger picture or a photo of a photo

## 2. The quality of your photos

Your photos must be:

- taken against a plain background (white, grey or neutral colour)
- clear and sharp in focus
- unaltered by computer software
- in colour

## 3. What your photos must show

Your photos must:

- be a close-up of your full head and upper shoulders (see below)
- contain no other objects or people
- be in clear contrast to the background

In your photo, you must:

- be facing forward and looking straight at the camera
- have a neutral expression
- have your eyes open, visible and free from reflection or glare from glasses
- not have hair in front of your eyes
- not have a head covering (unless it's for religious or medical reasons)
- not have anything covering your face not have any 'red eye'
- not have any shadows on your face or behind you

You can wear reading glasses, but your eyes must show fully through clear lenses without glare or reflections.

## 4. The size of your image

The image of you - from the crown of your head to your chin - must be between 29mm and 34mm high.



