



# Photo requirements for the University of Geneva's multiservice card

## Basic Requirements

- For **new students**, the photo must be uploaded to the [online application platform](#) and must be :
  - Large enough
  - With a uniform light background
  - Only JPG file
- For **new employees**, the photo should be sent digitally:
  - 4:3 aspect ratio (e.g., 600 x 800 pixels or 480 x 640 pixels)
  - With a uniform light background
  - Only JPG or PNG files.
- The photo should have a full front view of the face (e.g., passport photo).
- For someone with a voluminous hairstyle, it is more important that the face meet the photo requirements than to have the entirety of the hairstyle appear in the photo (if absolutely necessary, hair can extend past the photo's edges).

## Body, Head, and Face

- Person must face the camera directly with full face in view and squared shoulders.
- Head must be facing forward (not leaning forward, turned, or tilted).
- Nose must be centered.
- Both eyes must be open, level, and clearly visible (including for those wearing glasses).
- Facial expression must be neutral and the mouth must be closed (a smile is permitted).
- Do not put a hand or an object in front of the face (e.g., a pipe).
- No other person or object should be visible in the photo.

## Glasses

- The eyes should not be obscured by the frames.
- There should be no glare.
- Tinted glasses or sunglasses are not allowed.
- Dark glasses are allowed for the visually impaired.



### **Lighting, Clarity, and Contrast**

- The photo should be clear and have good contrast.
- Should avoid shadows caused by overhead lighting.
- Should reproduce skin tones accurately.
- No reflections (hot spots) or red eyes.

### **Background**

- The photo must be taken with a uniform plain light (white or off-white) background, creating no shadows.
- There should be a clear separation between the head and the background.

### **Hats and Head Coverings**

















- Hats, head coverings, and headbands are not allowed. No sunglasses on head.
- Must be taken without a hat or head covering unless the hat or head covering is part of recognized, traditional religious attire that is customarily or required to be worn continuously when in public or the item is used daily for medical purposes. Even in such cases, the face should be visible from the hairline to the chin without any shadows.

### **Photo Quality and Other Requirements**
















- Photos in black and white or in color are allowed.
- Should be printed on photo paper only: matte or glossy photo quality paper with no embossing.
- Should be recent, e.g., taken in the last calendar year.
- Should not be creased, wrinkled, or dirty.
- The corners of the photos should not be rounded.
- No pixelation may be visible.
- Uniforms are not allowed.
- For the handicapped, not all requirements are enforced; for example: exceptions are allowed for the full face view, the neutral expression, and the head size.















## Examples

|   |   |   |   |   |   |
|---|---|---|---|---|---|
|    | Überbelichtung,<br>mangelnder Kontrast<br><br>Surexposition,<br>manque de<br>contraste<br><br>Sovraesposizione,<br>contrasto insuffi-<br>ciente |    | Gesicht zu klein<br><br>Visage trop petit<br><br>Viso troppo piccolo                  |    |    |
| Overexposure, lack of contrast  |   | Head size too small   |   |   |   |
|   | Keine Frontal-<br>aufnahme<br><br>Prise de vue non<br>frontale<br><br>Ripresa non frontale  |   | Blick zur Seite<br><br>Regard orienté vers<br>le côté<br><br>Sguardo verso un<br>lato |   |  |
| Not directly facing camera  |   | Looking away  |   |   |   |
|  | Augen geschlossen<br><br>Yeux fermés<br><br>Occhi chiusi  |  | Haare im Gesicht<br><br>Cheveux cachant le<br>visage<br><br>Capelli sul viso          |  |  |
| Eyes are closed   |   | Hair obscuring the face   |   |   |   |
|  |    | Hand im Gesicht<br><br>Main sur le visage<br><br>Mano sul viso                      |  |  |   |
| Hand covering the face  |   |   |   |   |   |



|   |   |   |  |   |  |
|---|---|---|--|---|--|
|    | <p>Brillenrahmen<br/>verdeckt Augen</p> <p>La monture des<br/>lunettes cache les<br/>yeux</p> <p>Montatura degli<br/>occhiali copre gli<br/>occhi</p> |    | <p>Spiegelung auf<br/>Brillengläser</p> <p>Reflets sur le verre<br/>des lunettes</p> <p>Riflessi sulle lenti<br/>degli occhiali</p>  |    |  |
| <b>Eyes obscured by frames</b>  |   | <b>Glare on glasses</b>   |  |   |  |
|    | <p>Unscharf</p> <p>Floue</p> <p>Non a fuoco</p>   |    | <p>Mangelnder Kontrast,<br/>zu heller Hintergrund</p> <p>Manque de contraste,<br/>arrière-plan trop<br/>clair</p> <p>Contrasto insufficiente,<br/>sfondo troppo<br/>chiaro</p> |    |  |
| <b>Out of focus</b>   |   | <b>Lack of contrast, background too light</b>                                       |  |   |  |
|   | <p>Schatten im Gesicht</p> <p>Ombre sur le visage</p> <p>Ombra sul viso</p>   |   | <p>Reflexion im Gesicht</p> <p>Reflets sur le visage</p> <p>Riflessi sul viso</p>  |   |  |
| <b>Shadow on the face</b>   |   | <b>Glare on the face</b>  |  |   |  |
|  | <p>Kein neutraler<br/>Hintergrund</p> <p>L'arrière-plan n'est<br/>pas neutre</p> <p>Sfondo non neutrale</p>   |  | <p>Schatten im Hinter-<br/>grund</p> <p>Ombre en arrière-<br/>plan</p> <p>Zone d'ombra sullo<br/>sfondo</p>  |  |  |
| <b>Non-neutral background</b>   |   | <b>Shadow in background</b>   |  |   |  |
|  | <p>Kopfbedeckung</p> <p>Couvre-chef</p> <p>Copricapo</p>  |  | <p>Stirn-, Haarband</p> <p>Bandeau ou<br/>serre-tête</p> <p>Nastro nei capelli o<br/>sulla fronte</p>  |  |  |
| <b>Hat</b>  |   | <b>Headband</b>   |  |   |  |



|  |  |  |
|--|--|--|
|  <p>Gesicht verdeckt<br/>Visage caché<br/>Viso coperto</p>   |  <p>Schatten im Gesicht<br/>Visage ombré<br/>Zone d'ombra sul viso</p>  |    |
| <b>Covered face</b>  | <b>Shadowed face</b>   |  |
|  <p>Abgerundete Ecken,<br/>Verunreinigungen<br/>Coins de la photo<br/>arrondis, salissures<br/>Angoli smussati,<br/>macchie</p>  |  <p>Unebenheiten<br/>Inégalités<br/>Superficie non liscia</p>           |  <p>Pixelstruktur sichtbar<br/>La structure des<br/>pixels est visible<br/>Struttura dei pixel<br/>visibile</p>  |
| <b>Photo corners rounded, dirty</b>  | <b>Surface not smooth</b>  | <b>Pixelation</b>  |