



Photo requirements for the University of Geneva's multiservice card

Basic Requirements

- For **new students**, the photo, 45 x 35 mm in size (not counting the border), must be sent with the application. The photo must be affixed with glue to the application form at the indicated place.
- For **new employees**, the photo should be sent digitally:
 - 4:3 aspect ratio (e.g., 600 x 800 pixels or 480 x 640 pixels)
 - Only JPG or JPEG 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


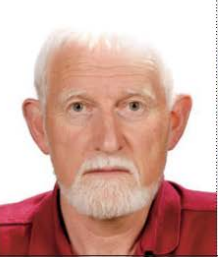













- Photos in black and white or in color are allowed.
- Should be printed on photo paper only: matte or glossy photo quality paper with no embossing.
- Should be recent, e.g., taken in the last calendar year.
- Should not be creased, wrinkled, or dirty.
- The corners of the photos should not be rounded.
- 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, mangelnder Kontrast Surexposition, manque de contraste Sovraesposizione, contrasto insuffi- ciente		Gesicht zu klein Visage trop petit Viso troppo piccolo		
Overexposure, lack of contrast		Head size too small			
	Keine Frontal- aufnahme Prise de vue non frontale Ripresa non frontale		Blick zur Seite Regard orienté vers le côté Sguardo verso un lato		
Not directly facing camera		Looking away			
	Augen geschlossen Yeux fermés Occhi chiusi		Haare im Gesicht Cheveux cachant le visage Capelli sul viso		
Eyes are closed		Hair obscuring the face			
			Hand im Gesicht Main sur le visage Mano sul viso		
Hand covering the face		Hand covering the face			
	Brillenrahmen verdeckt Augen La monture des lunettes cache les yeux Montatura degli occhiali copre gli occhi		Spiegelung auf Brillengläser Reflets sur le verre des lunettes Riflessi sulle lenti degli occhiali		
Eyes obscured by frames		Glare on glasses			



	<p>Unschärf Floue Non a fuoco</p>		<p>Mangelnder Kontrast, zu heller Hintergrund Manque de contraste, arrière-plan trop clair Contrasto insufficiente, sfondo troppo chiaro</p>		
Out of focus		Lack of contrast, background too light			
	<p>Schatten im Gesicht Ombre sur le visage Ombra sul viso</p>		<p>Reflexion im Gesicht Reflets sur le visage Riflessi sul viso</p>		
Shadow on the face		Glare on the face			
	<p>Kein neutraler Hintergrund L'arrière-plan n'est pas neutre Sfondo non neutrale</p>		<p>Schatten im Hintergrund Ombre en arrière-plan Zone d'ombra sullo sfondo</p>		
Non-neutral background		Shadow in background			
	<p>Kopfbedeckung Couvre-chef Copricapo</p>		<p>Stirn-, Haarband Bandeau ou serre-tête Nastro nei capelli o sulla fronte</p>		
Hat		Headband			
	<p>Gesicht verdeckt Visage caché Viso coperto</p>		<p>Schatten im Gesicht Visage ombré Zone d'ombra sul viso</p>		
Covered face		Shadowed face			



	<p>Abgerundete Ecken, Verunreinigungen</p> <p>Coins de la photo arrondis, salissures</p> <p>Angoli smussati, macchie</p>		<p>Unebenheiten</p> <p>Inégalités</p> <p>Superficie non liscia</p>		<p>Pixelstruktur sichtbar</p> <p>La structure des pixels est visible</p> <p>Struttura dei pixel visibile</p>
<p>Photo corners rounded, dirty</p>	<p>Surface not smooth</p>	<p>Pixelation</p>			