

# My Campus Card - What photo is acceptable?

## Campus Card and Get There Travel Ticket photo guidance

Your Campus Card is your University ID – you need it to borrow books from the library, register your attendance, access certain buildings and facilities and also serves as proof that you are a student and can be used for free on-campus travel and student discounts in many shops and restaurants in the area. It's best to keep it handy wherever you are on campus. The photograph on your Campus Card is also used for your Get There Travel Ticket so **it's very important that you upload a suitable photograph.**

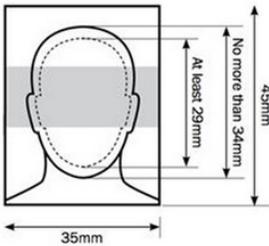
Once you have read the guidance below, click on the My Photo link on the right hand side of this page and upload a suitable photo to order your campus card.

### Important Information

It is very important the photograph you upload shows only you and no other person. It must be a clear head and shoulders portrait and show you facing the camera with nothing obscuring your face. A valid passport photo is ideal as identified below. MyPhoto will only accept jpeg and png images. Where the photograph provided is not appropriate a financial cost, and time delay, may be incurred. It is therefore, essential that you fully read and understand the following guidance to ensure the photograph you provide is of an appropriate nature.

## What photographs are acceptable?

A valid passport photo is ideal as below, please take the time to review photos that are not acceptable.

			
<p>Example - Passport photo guidelines</p>	<p>Example - Good passport style photo</p>	<p>Example - Blurred</p>	<p>Example - Black and White</p>
			
<p>Example - Too distant</p>	<p>Example - Too Dark</p>	<p>Example - face too small</p>	<p>Example - Landscape not Portrait</p>
			
<p>Example - Which one are you?</p>	<p>Example - Which one are you?</p>	<p>Example - Distorted</p>	

Reasons your photograph may not be accepted:

- Face too small
- Poor lighting
- Image blurred
- Black and white image
- Image not of the full face
- Inappropriate/distracting background
- Image too dark

- Face obscured (e.g. by hair, headwear, sunglasses etc)
- Image stretched/manipulated
- Image not portrait
- Image not considered to be passport style

Once your Campus Card is ready to collect The Gateway Enquiry Team will raise an enquiry via Compass. This will send an email to your student email account and once you have clicked the link within the email and logged in you will see where your card is available to collect from as well as what ID you will need to bring.

## MyPhoto

### My Photo upload guidance

