## Online Photo Submission Policies

## 1. Bison One Card Online Photo Submission

- **a.** The key requirement for online photo submission is the photo should clearly identify the cardholder. In general, all photos must be a color photo with a frontal view of just and head and shoulders on a solid white or blue background. Please see the information below for additional description of the requirements:
  - i. Frame subject with full face, front view, eyes open
  - ii. Make sure the photo presents full head from top of head to bottom of chin; height of head should measure 1 inch to 1 3/8 inches (25mm to 35mm)
  - iii. Center head within frame (see figure 2 below)
  - iv. Make sure eye height is between 1 1/8 inches to 1 3/8 inches (28mm and 35mm) from bottom of photo
  - v. Photograph the subject against a plain white or blue background
  - **vi.** Position the subject and lighting so that there are no distracting shadows on the face or background
  - vii. The subject should have a natural expression

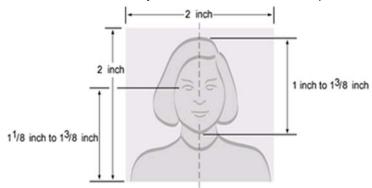


Figure 1. Head Position & Placement



Figure 2. Example of a well Composed Photo

- **viii.** Prescription glasses may be worn for the photo; however, there should be no reflections from the eyeglasses that obscure the eyes.
- ix. Dark glasses or nonprescription glasses with tinted lenses are not acceptable.
- **x.** Hats are not allowed.
- **xi.** Head coverings that are part of a religious practice or belief are acceptable.
- **b.** Photos submitted to the Bison One Card Office: becomes the property of the university; will be used for official and administrative purposes only and; are not returned.
- **c.** In order to obtain a card for which the photo was submitted online, the individual must report to the Bison One Card Office in person and provide a valid form of government issued identification (defined in section 1g).

## 2. Eligibility/Availability

- **a.** All newly admitted students, who have paid an enrollment fee to Howard University, are eligible to utilize online photo submission prior to their first semester at the university.
- **b.** This service is available for a period of time prior to the start of each semester to be specified on the student course registration website.