

## Quality of the photo

Photo must be:

- Taken within the last 6 months.
- Size 35 X 45 mm.
- In colour. Black-and-white photos are not allowed.
- The photo must show the top of the head and shoulders.
- Thus, the face should occupy 70-80% of the photo.
- Legible, clear and in focus.
- High quality, without stains, bends, cracks or other defects.
- Look straight at the camera.
- Colors should be in accordance with natural skin tone.



Too close



Too far



Image is out of focus



Stains, bends, cracks



Sideward look



Unnatural skin tone



Too dark



Too bright



Pale colors



Too low resolution



- The photo must be in a corresponding brightness and contrast.
- Photo must be printed on high resolution photo paper.
- Photos taken with a digital camera must be in color, made in high resolution, and printed on photo paper.

## Style and lighting

Photo must meet the following requirements:

- Eyes should be open and clearly visible. Hair should not cover the eyes.
- The photo must be taken directly from front. Head should not be inclined or turned.
- The background should be monochromatic and light.
- The photo must be taken under normal lighting conditions.
- No shadows, reflections of the flash on the face or “red eyes” is allowed.



Hair cover eyes



Eyes closed



Tilted head



Head inclined



Wrong background



Not centered



Flash reflection on skin



„Red eyes“



Shadow on background



Shadow on face



## Glasses and hats

If you wear glasses:

- Your eyes should be clearly visible in the photo. Reflections of the flash in the lenses of glasses, as well as darkened lenses of glasses are not allowed (if possible, do not take pictures in massive eye-glass rims - use thinner rims, if any).
- Make sure that the rim does not cover your eyes (even partially).



Darkened lenses



Flash is reflected in lenses



Too massive eye-glass rim



Eye-glass rim covers eyes



With a hat



With a hat



Face covered



Shadow on the face



More than one person in the photo



Half-open mouth, a toy is too close to the face



Hats:

- Not allowed, except for those worn for religious reasons. If you wear this headgear, please make sure that your face is clearly visible from the bottom of the chin to the top of the forehead.

## Expression on the face

The photo must meet the following requirements:

- Only you should be shown on it. Foreign objects (back of a chair, toys, etc.), as well as other people should not get into the shot.
- You should look straight into the camera. Facial expression should be neutral, mouth closed.