

# Gallaudet University ID Photo and Official Photo Identification Submission Requirements

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## Gallaudet ID Photo submission

The best way to meet the Gallaudet University ID photo requirements:

The Gallaudet University ID photo requirements and those of an official US passport are the similar and a passport photo will meet all of Gallaudet's requirements. A few places that provide official US passport photos: FedEx, UPS, Walmart, Costco, CVS, Walgreens and your local US Post Office.

iPhone and Android cell phones also offer passport photo and scanner apps.

### **Digital images must be:**

- In color
- Taken within the last 2 months to reflect your current appearance
- Taken in front of a plain white or off-white background
- Taken in a direct full-face view directly facing the camera
- Taken in clothing that you normally wear on a daily basis
- If you normally wear a hearing device, they may be worn in your photo
- Do not wear a hat or head covering that obscures the hair or hairline, unless worn daily for a religious purpose. Your full face must be visible, and the head covering must not cast any shadows on your face.
- Headphones, wireless hands-free devices, or similar items are not acceptable in your photo.

The correct size of the photo is:

- Head and shoulders must fill the majority of the photo
- Make sure that there is **white space** between the top of the head and the edge of the photo



## Official Photo Identification Card or Document Submission

At the time of photo identification submission, you must also submit a copy of your driver's license or other acceptable official photo identification.

### Acceptable Photo Identification

- Government-issued driver's license or non-driver ID card.
- Official school-produced student ID card from the school you currently attend. An official high school ID is acceptable if the photo was taken within the last year and clearly matches your current appearance.
- Government-issued passport or U.S. Global Entry identification card.
- Government-issued military or national identification card.

### How to capture your Photo Identification Card

- Scan your Photo Identification Card into a computer
- Take a photo of your Photo Identification Card with the following steps:

1. Using your cellphone camera, place the identification card on a flat surface such as a table
2. Turn off the camera flash and make sure the room is well lit
3. Center the identification card in the camera window
4. Take a picture of the identification card at approximately 3 to 4 inches away. Try different ways to take the picture to get the best result. If using a passport or a larger format document, you may need to be further away from the document to get a clear picture
5. The photo must be clear and all information readable.

