

# Student ID Digital Photo

Dear Student

Please send your digital photo to:

**[photos@ccoex.com](mailto:photos@ccoex.com)**

**by 14/08/2026**

In order to ensure a smooth induction to CARDIFF SIXTH FORM COLLEGE we require a digital photo of you. The photo will be used to create your Student ID Card which is used throughout the college.

The photo must have been taken in the last month.

You may need someone to help you take the photo.

Please read this document for guidance on how to take the photo.

## Rules for digital photos

### The quality of your digital photo

Your photo must be:

- clear and in focus
- in colour
- unaltered by computer software
- NO filters applied
- no more than 10MB

### What your digital photo must show

The digital photo must:

- contain no other objects or people
- be taken against a plain light-coloured background
- be in clear contrast to the background
- not have 'red eye'

Include your head, shoulders and upper body. Do not crop your photo - this will be done for you.

In your photo you must:

- be facing forwards and looking straight at the camera
- minimal or no makeup
- have a plain expression with your mouth closed
- have your eyes open and visible
- not have hair in front of your eyes
- not have a head covering (unless it's for religious or medical reasons)
- not have anything covering your face
- not have any shadows on your face or behind you
- not have any filters applied to the photo

Do not wear glasses in your photo unless you have to do so. If you must wear glasses, they cannot be sunglasses or tinted glasses. You must make sure your eyes are not covered by the frames or any glare, reflection or shadow.

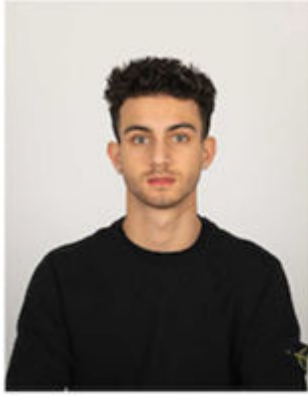
Once you are happy the photo meets the guidelines, please send your photo this email address

**[photos@ccoex.com](mailto:photos@ccoex.com)**

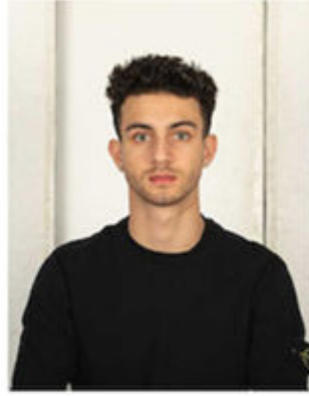
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The following page gives some examples of the Dos and Don'ts of taking your photo.

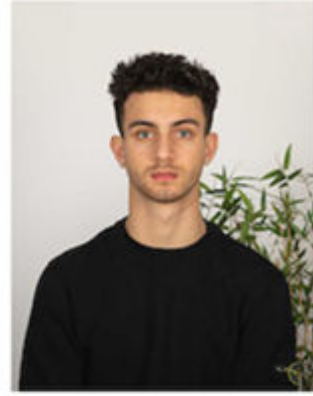
Thanks in advance.



✓ Plain light-coloured background



✗ Textured background



✗ Object in background



✓ Even lighting and no shadow



✗ Shadow on face



✗ Shadow behind head



✓ Religious headwear



✗ Fashion hair accessories



✗ Fashion headwear



✓ Eyes fully visible



✗ Glasses covering eyes



✗ Hair covering eyes