



DIGITAL PHOTO INSTRUCTIONS

Regent's College (London), the Universitat Autònoma de Barcelona and the Universidad Pablo de Olavide (Sevilla) require a digital (.jpg) "passport-style" photo in order to enroll you. This photo will appear on your university Student ID card. The passport photos you sent to ASA unfortunately cannot be substituted.

You will need to take a "passport-style" digital photo of yourself using the instructions below. EXAMPLE PHOTOS ARE SHOWN BELOW. IT MAY NOT BE A CASUAL SNAPSHOT OR A PHOTO CROPPED FROM A SNAPSHOT.

DEADLINES:

Spring students: Your photo is due by OCTOBER 15.

Summer students: Your photo is due by APRIL 1.

Fall students: Your photo is due by JUNE 1.

INSTRUCTIONS on how to take your photo:

- **Must be a "passport-style" COLOR photo, showing your head and top of your shoulders close up, centered, and taken on a plain white or grey background.**
- Eyes must be open, with no flash reflections or "red eye."
- Look straight into the camera. No part of your face should be cut off.
- You may not wear sunglasses, hats or head coverings (except when worn for religious reasons).
- Photo must be clear, sharp and in focus. Photos with shadows on the face or background will not be accepted.
- Photos must not be manipulated, for example, by removing spots or softening lines, shadows, etc.

► **If you do not submit an acceptable photo by the deadline given above, we will not be able to enroll you in classes.**

Please email your photo to: CHELSEA@ACADEMICSTUDIES.COM

