

Photo Specifications and Guidelines

✖Starting from the 2026 test administration, each certificate will include the test taker's photograph. Once approved, the photo cannot be changed. Test takers are solely responsible for the final appearance of the photograph on the certificate. Please ensure your photo meets all requirements.

1. Photos must be color ID portraits taken within the last six months. They must be front-facing with no headwear, ears exposed, and facial features clearly visible against a white or light-colored background, complying with standard ID or passport specifications.
2. File type must be jpg, gif or png, and the size must be less than 5MB.
3. For group registration, the file name of the photo should be the test taker's ID number, for example, if the ID number is A123456789, the file name should be A123456789.jpg(gif or png).
4. The face must occupy 70% of the photograph. The head and hair must not touch the edges of the frame (except for instances where long hair touches the bottom edge). The recommended dimensions are 4.5 cm in height and 3.5 cm in width (excluding borders). The portrait height, measured from the top of the head to the chin, must be between 3.2 cm and 3.6 cm.
5. The test taker must face forward looking directly at the camera. The eyes must be open and clearly visible with no red-eye. The expression must be natural.
6. Glasses may be worn in the photo as long as the eyes are clearly visible with no glare on the glasses. Tinted eye glasses are unacceptable. Frames must not cover any part of the eyes.
7. Photos must be original and not altered in any way or taken from an existing photograph.
8. The photos uploaded by test takers will be reviewed within one week. If the uploaded photos do not meet the requirements, the test taker will be notified by email. In this case test takers should correct and re-upload their photo within three days; if the correction is not made within the time limit, the photo will be treated as non-compliant with the registration regulations, and the test taker will not be accepted.
9. Test takers must ensure to upload their own photo. If the test takers cannot be verified as the person in the uploaded photo on the day of the exam, they will be required to re-verify their identity after the exam.