

Photo Specifications and Example Instructions

To be valid, a test takers' digital photo must meet the following specifications:

1. The photo must be a color ID-type photo taken within the last 6 months and must show a full front view without a hat and ears exposed. The face must be clearly visible and must have a plain or light-colored background.
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 should take up 70% – 80% of the picture. The head or any part of the hair must not touch the frame of the photograph (except for where the test takers' long hair touches the bottom edge of the photographs).
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. Once approved, the uploaded photo cannot be changed.
10. 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.