

Annex A

**REQUIREMENTS/GUIDELINES ON THE SUBMISSION OF  
PICTURE AND DIGITAL SIGNATURE**

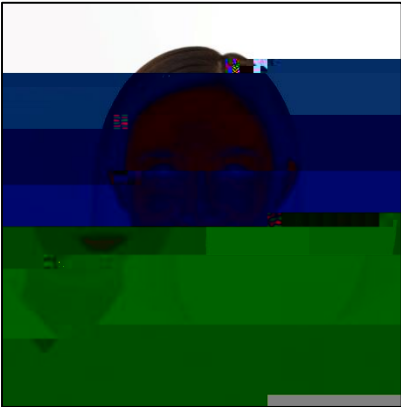
(Undergraduate Level)

**REQUIREMENTS:**

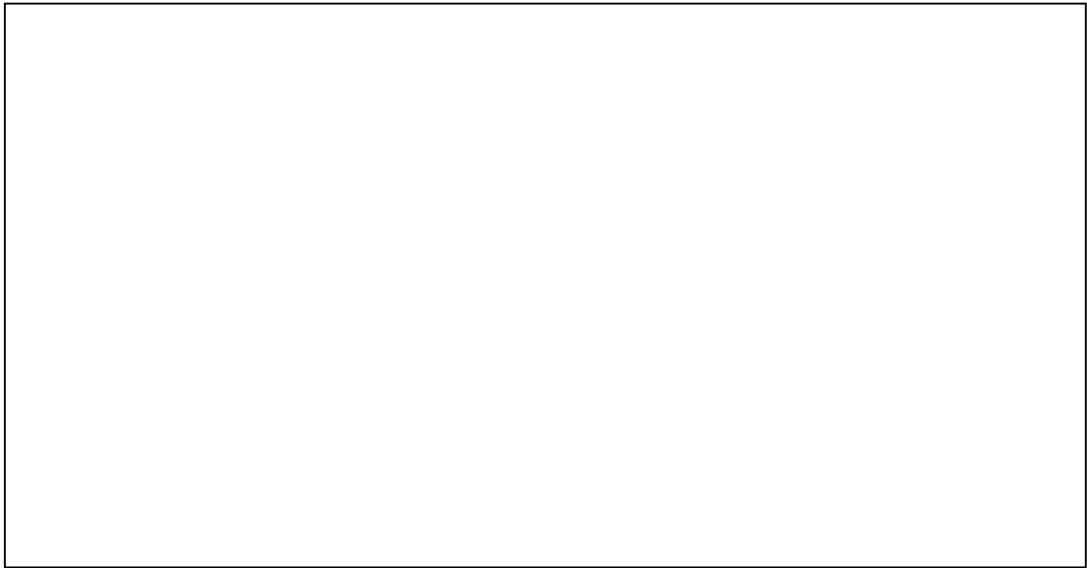
- a) Scanned copy of your original or temporary registration form (if not available, please provide the following: Full name (SURNAME, GIVEN NAME, MIDDLE NAME); Student Number; and Program; Ex.

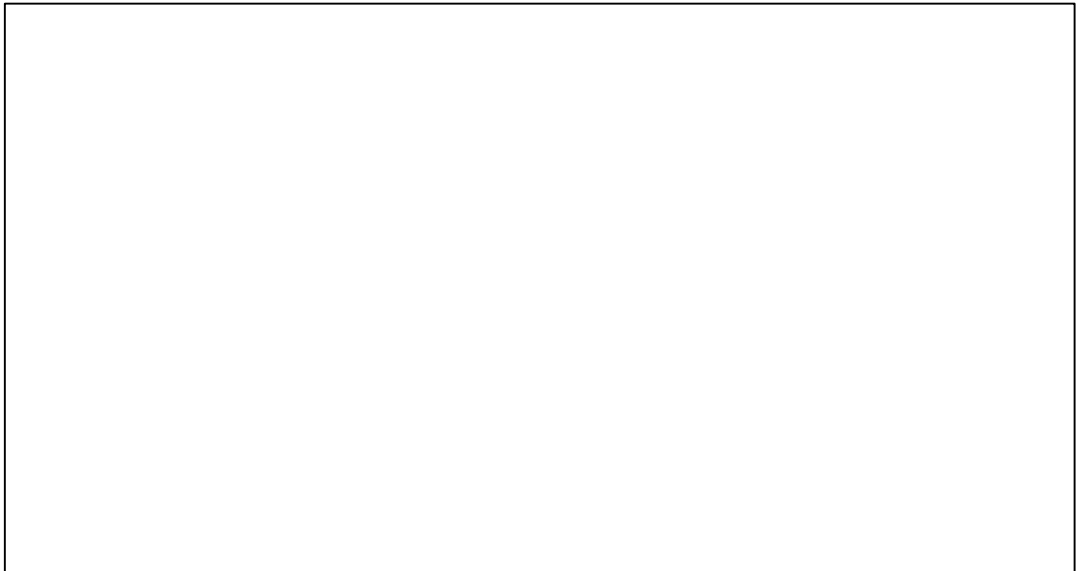
SAMPLE PICTURES FOR REFERENCE:

ACCEPTABLE



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## Annex B

### **REQUIREMENTS/GUIDELINES ON THE SUBMISSION OF PICTURE AND DIGITAL SIGNATURE** (Graduate / Post-Graduate Level)

#### **REQUIREMENTS:**

- d) Scanned copy of your original or temporary registration form (if not available, please provide the following: Full name (SURNAME, GIVEN NAME, MIDDLE NAME); Student Number; and Program; Ex. SANTOS, THOMAS, AQUINO; 2020001611; B.S. Architecture;
- e) One 2x2 picture in compliance with the guidelines below (picture must be in .JPEG format; image resolution should be 1024 x 768 pixels). Save picture filename as – **P2020001611** (P + Student Number); and
- f) Digital signature. (must be in .PNG format; image resolution should be 1024 x 768 pixels). Save e-signature filename as – **S2020001611** (S + Student Number).

#### **GUIDELINES ON THE APPROPRIATE WAY OF PICTURE TAKING:**

- h) Pictures must be recently taken (at least 1 month) ; size is 2 in. by 2 in.; background color is WHITE; pose is full frontal; image size must approximately occupy 70 to 80 percent of the picture;
- i) Facial expression must be neutral with both eyes open and mouth closed. Raised eyebrows, squinting, and frowning are not allowed. You may smile but without showing your teeth;
- j) Ideally, picture must be taken wearing your prescribed uniform. If uniform is not yet available, simple shirt/blouse with collar may be worn;
- k)

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**NOT ACCEPTABLE:**



