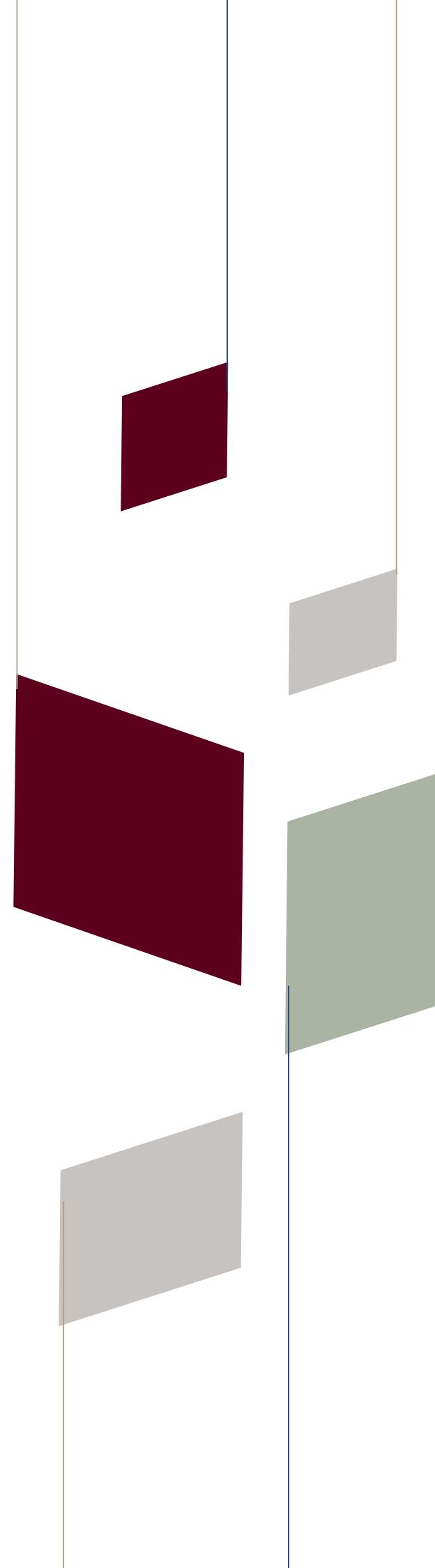


# **GUIDELINE** UTM MATRIC CARD



# BAHAGIAN KESELAMATAN, JABATAN PENDAFTAR



## **GUIDELINES FOR UTM MATRIC CARD PHOTO**

\* Uploaded pictures will be used for official purposes at the university during the student period

#### **Terms & Conditions for Upload Photos Students**

- 1. Specification of Matric Card:
  - i. Image size Passport Image Size
  - ii. Image format JPEG
  - iii. Image size 70kB to 100kB
  - iv. Image background Taken in front of a plain WHITE background only (like passport / VISA picture)
    Photography in the studio is encouraged for better picture quality

#### 2. Students' Grooming:

#### Male

- i. Attire: Collared shirt
- ii. Hair: Short and tidy, does not touch the collar. Hairstyle should not be excessive and should bestudent appropriate
- iii. Not allowed to wear a 'songkok', skull cap (kopiah), turban or any other headgear

#### Female

- i. Attire: Traditional attire (*baju kurung,* long *kebaya kebarung*) or any other appropriate decentethnic attire
- ii. Muslim students are encouraged to wear the headscarf (*tudung*) but not allowed to put on a veilthat covers part of the face (*purdah*)
- **3.** Uploaded photos do not show the student's personal appearance **NOT TO BE ACCEPTED** for print.



#### 4. Examples of Matric Card photos

a. Examples of **ACCEPTED** photos:



Clear And Sharp Taken with Natural Facial Expression, Mouth Closed

- b. Examples of **NOT ACCEPTED** photos:

Face and shoulder not facing forward





**Collarless shirt** 

Cover part of the face

5. Examples of Matric Card photos

### Examples of NOT accepted photos for Student Matric Card, UTM

a. COLOUR Background



b. Wrong Size - Face Size Too Small / Image Size Too Small or Not Standard









#### c. Framed Image



d. Written Image / Outlined Along the Lines / Blur Photo/Not Upright/ Edited Photo



e. Clearly Selfie Photo



Bahagian Keselamatan, Jabatan Pendaftar Kemaskini September 2023