



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

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 be student 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 decent ethnic attire
- ii. Muslim students are encouraged to wear the headscarf (*tudung*) but not allowed to put on a veil that 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

