



UNIVERSITY OF SANTO TOMAS
OFFICE OF THE SECRETARY-GENERAL

UST:S006-00-CI05

AY: 2020-2021

TO: ALL ACADEMIC UNITS

FROM: THE OFFICE OF THE SECRETARY-GENERAL

SUBJECT: ID-PROCESSING FOR FRESHMEN

DATE: 1 OCTOBER 2020

Please be informed that the processing of freshmen students' ID cards by the Santo Tomas e-Service Providers has already commenced. Online submission of requirements, such as the needed photo and digital signature, were relayed to students via their email addresses, as encoded in the Online Personal Data Sheet (PDS) and used during their application for admission.

As a guide, kindly see the attached samples of acceptable and unacceptable photos (*Annex A for undergraduate level and Annex B for graduate/post-graduate level*), together with other requirement details.

Inasmuch as the freshmen are not yet allowed to go out of their homes to have their photos taken in official photography shops, they are encouraged to come up with the needed photos while at home and with the use of available resources, ensuring that the requirements (i.e., background, proper grooming, and resolution of photo) are complied with.

Thank you.

FR. JESUS M. MIRANDA, JR., O.P.
Secretary-General

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. SANTOS, THOMAS, AQUINO; 2020001611; B.S. Architecture;
- b) 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
- c) 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:

- a) 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;
- b) 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;
- c) Ideally, picture must be taken wearing your prescribed uniform. If uniform is not yet available, simple shirt/blouse with collar may be worn;
- d) Eyeglasses and COLORED contact lenses must be removed before photo is taken;
- e) For **MALE STUDENTS**, good/decent haircut is prescribed. Thickset beards and mustache are not allowed;
- f) For **FEMALE STUDENTS**, falling bangs should not cover the eyes. Long hair must be tossed back and ears should be visible.
- g) Colored and dyed hair, earrings, and hair accessories are not allowed.

SAMPLE PICTURES FOR REFERENCE:

ACCEPTABLE:

PICTURE



SIGNATURE

A handwritten signature in black ink, appearing to read "Auntie", written in a cursive style.

NOT ACCEPTABLE:



**Colored or dyed hair & Colored contact lenses
are not allowed**



Earrings, and hair accessories are not allowed



Long hair must be tossed back and falling bangs should not cover the eyes



Thickset beards and mustache are not allowed , Eyeglasses must be removed before photo is taken

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) Eyeglasses and COLORED contact lenses must be removed before photo is taken;
- l) For MALE STUDENTS, good/decent haircut is the highly preferred option.
- m) For FEMALE STUDENTS, falling bangs should not cover the eyes. Long hair must be tossed back and ears should be visible.
- n) Colored and dyed hair, earrings, and hair accessories are not allowed.

SAMPLE PICTURES FOR REFERENCE:

ACCEPTABLE:

PICTURE



SIGNATURE

A handwritten signature in black ink, appearing to read "Aranta". The signature is written in a cursive style with a prominent dot above the letter 'a'.

NOT ACCEPTABLE:



Colored or dyed hair & Colored contact lenses are not allowed



Earrings, and hair accessories are not allowed

