



UNIVERSITY OF SANTO TOMAS
OFFICE OF THE SECRETARY-GENERAL

UST:SO06-00-ME02
A.Y. 2023-2024

TO : DEANS, PRINCIPALS, DIRECTOR, REGENTS AND
ACADEMIC UNIT SECRETARIES

FROM : OFFICE OF THE SECRETARY-GENERAL

RE : ID CARD PROCESSING FOR NEW STUDENTS, AY 2023-2024

DATE : 10 August 2023

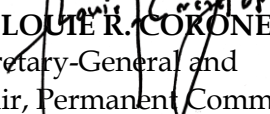
The University, in coordination with the Office of Information and Communications Technology and the Academic Unit's Enrollment Committee, provides an internal procedure for the processing of ID cards for new students (*freshmen, transferees, shiftees, second-degree takers, first-time enrollees in the graduate levels*) of the Academic Year 2023- 2024. *Please refer to Appendix A.*

To facilitate the processing of ID cards, the students are required to submit their respective photos and digital signature following the specific guidelines. The students' compliance with the submission guidelines is accompanied by a sample of a **digital signature**. *Please refer to Appendices B and C.*

As part of ensuring efficiency in the printing of ID cards, the Academic Units, through their respective Enrollment Committees, are requested to disseminate the **requirements/guidelines** and deadline, and encourage students' *timely* compliance with the *correct uploaded* ID requirements.

Uploading of photos and other requirements through student's MyUSTe Student Portal is from August 14 to 31, 2023. *Please refer to Appendix D.*

We express in advance our appreciation for your assistance. Thank you.


FR. LOUIE R. CORONEL, O.P.
Secretary-General and
Chair, Permanent Committee on Enrollment



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Appendix A

**INTERNAL PROCEDURES FOR THE PROCESSING OF ID CARDS
FOR NEW STUDENTS, AY 2023-2024**

STEP 1. Dissemination of proper requirements and guidelines for processing ID cards to all new students of the Faculty/College/School/Institute (c/o Academic Units).

STEP 2. Uploading of required photos, digital signature, and additional ID for validation by each student in the MyUSTe Student Portal (c/o Students).

STEP 3. Validation/screening of the submitted pictures, signatures, and additional IDs (c/o Office of ICT - ID Group).

STEP 4. Downloading of the compliant and validated pictures and signatures for batch file processing and printing of individual ID cards; activation and personalization for the ID system locators (c/o Office of ICT - ID Group).

STEP 5. Encasing activated and personalized IDs in ID card holders with lanyards (c/o Office of ICT - ID Group).

STEP 6. Checking, counting, sorting, and packaging of printed ID cards per section, per program, per academic unit (c/o Office of ICT - ID Group).

STEP 7. Synchronizing student information system data from the MyUSTe Portal (c/o Office of ICT - ID Group).

STEP 8. Turning over of printed ID cards to the respective academic units for distribution to students (c/o Office of ICT and Academic Units).



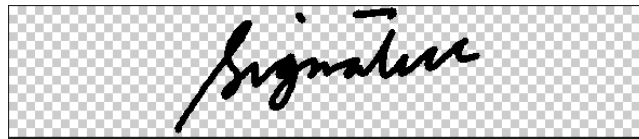


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Appendix B
REQUIREMENTS/GUIDELINES ON THE SUBMISSION
OF PICTURE AND DIGITAL SIGNATURE
(BASIC EDUCATION and UNDERGRADUATE)

REQUIREMENTS:

- a) One (1) **2x2 picture** in compliance with the guidelines below (picture must be in .JPG format; image resolution should be minimum of 800 x 800 pixels to maximum of 1024 x 1024 pixels). Save picture with a filename as your student number (i.e., **2023001611.JPG**). File size must be less than 1MB.
- b) **Digital signature** (must be in transparent .PNG format; 15 cm length x 3 cm width, or 567 x 113 pixels). Save e-signature with a filename as your student number (i.e., **2023001611.PNG**). File size must be less than 1MB, please see sample below:



- c) **Alternative identification card** (must be in transparent .JPG format) such as elementary or Junior High School ID, postal ID, barangay ID, **passport**, or national ID for identity validation purposes only. If the alternative IDs are not available, provide a photo with nameplate which contains the Full name (SURNAME, GIVEN NAME, MIDDLE NAME) and Student Number. Save alternative ID filename as **IDStudentNumber.JPG** (i.e. **ID2023001611**). File size must be less than 3MB.

GUIDELINES ON THE APPROPRIATE WAY OF PICTURE TAKING:

- a) Pictures must be recently taken (at most 1 month) prior to submission; size is 2 inches by 2 inches; 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 **white shirt/blouse with collar** should 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;



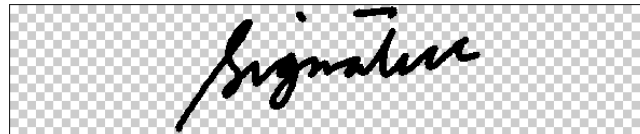
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- f) For **FEMALE STUDENTS**, falling bangs should not cover the eyes. Long hair must be tossed back and ears should be visible; and
- g) Colored and dyed hair, earrings, and hair accessories are not allowed.

Appendix C
REQUIREMENTS/GUIDELINES ON THE SUBMISSION
OF PICTURE AND DIGITAL SIGNATURE
(POST BACCALAUREATE, GRADUATE)

REQUIREMENTS:

- a) One (1) **2x2 picture** in compliance with the guidelines below (picture must be in .JPG format; image resolution should be minimum of 800 x 800 pixels to maximum of 1024 x 1024 pixels). Save picture with a filename as your student number (i.e., **2023001611.JPG**). File size must be less than 1MB.
- b) **Digital signature** (must be in transparent .PNG format; 15 cm length x 3 cm width, or 567 x 113 pixels). Save e-signature with a filename as your student number (i.e., **2023001611.PNG**). File size must be less than 1MB. Please refer to the sample below: .



- c) **Alternative identification card** (must be in transparent .JPG format) such as Senior High School ID, college ID, company ID, postal ID, barangay ID, **passport**, or national ID for identity validation purposes only. If the alternative IDs are not available, provide a photo with a nameplate which contains the Full name (SURNAME, GIVEN NAME, MIDDLE NAME) and Student Number. Save alternative ID filename as **IDStudentNumber.JPG** (i.e. **ID2023001611.JPG**). File size must be less than 3MB.

GUIDELINES ON THE APPROPRIATE WAY OF PICTURE TAKING:

- a) Pictures must be recently taken (at most 1 month before submission); size is 2 inches by 2 inches; 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;



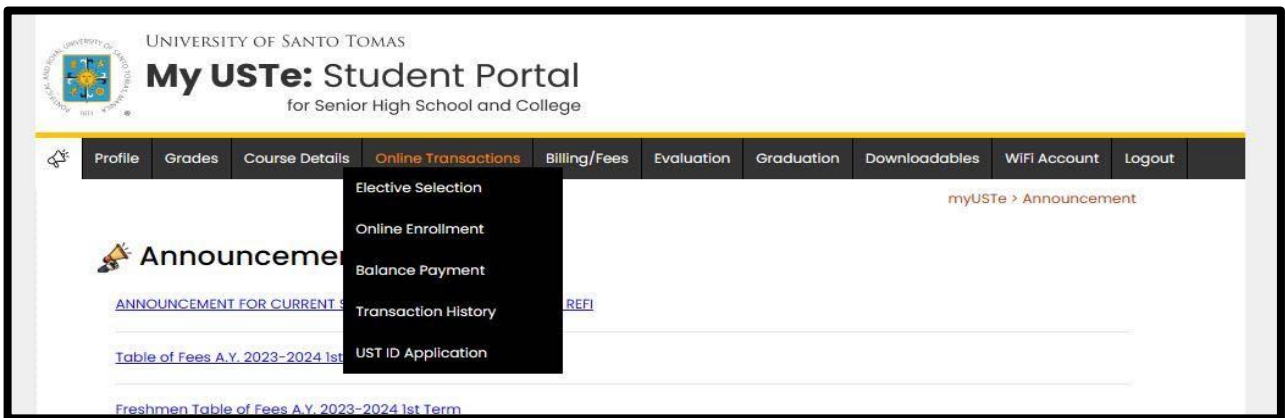
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- c) Ideally, picture must be taken wearing your prescribed uniform. If uniform is not yet available, simple white **polo shirt/blouse, with black coat** should be worn;
- d) Eyeglasses and COLORED contact lenses must be removed before the photo is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

Appendix D

PROCEDURES IN THE UPLOADING OF PICTURE AND DIGITAL SIGNATURE
THROUGH THE MYUSTE STUDENT PORTAL

1. Login to MyUSTe Portal at <https://myusteportal.ust.edu.ph>
2. For the College/SHS: Go to MyUSTe> Online Transactions > UST ID Application



3. For the JHS/EHS: Go to MyUSTe HS > Profile > UST ID Application

