



## Central Oklahoma Guidance Counselor Network Student Photo Guidelines

**Required:** All students applying for the Community Foundation Scholars and New Opportunities Scholars program must submit an appropriate yearbook style photo with their application. No student will be selected for the scholarship without an appropriate headshot picture. Photo must be approved by the OCCF communications department for publication.

### Digital files

- Photos must be at least 3" wide at 300 dpi
- Photos can be JPEG, TIFF or PNG files.
- Photos cannot be pasted into an email or Word document.
- Photos should be close-ups of the face and shoulders and be at least 2" wide.

### Physical photos

- Photos should be close-ups of the face and shoulders and be at least 2" wide.
- Photos cannot have creases, tears or staple holes.
- Photos cannot be printed on inkjet or cheap paper. If you have a digital file, it should be submitted via email.

We prefer yearbook or yearbook style picture be submitted.

### Do not submit the following style pictures:

- **Selfies**
- **Cut and paste pictures in an email or word document**
- **Pictures that are fuzzy or too small in size.**
- **No hats or hands touching the face**