GUIDELINES ON PHOTO UPLOAD FOR UKM CAMPUS CARD SYSTEM (UKMCARD) AND STUDENT'S PHOTO
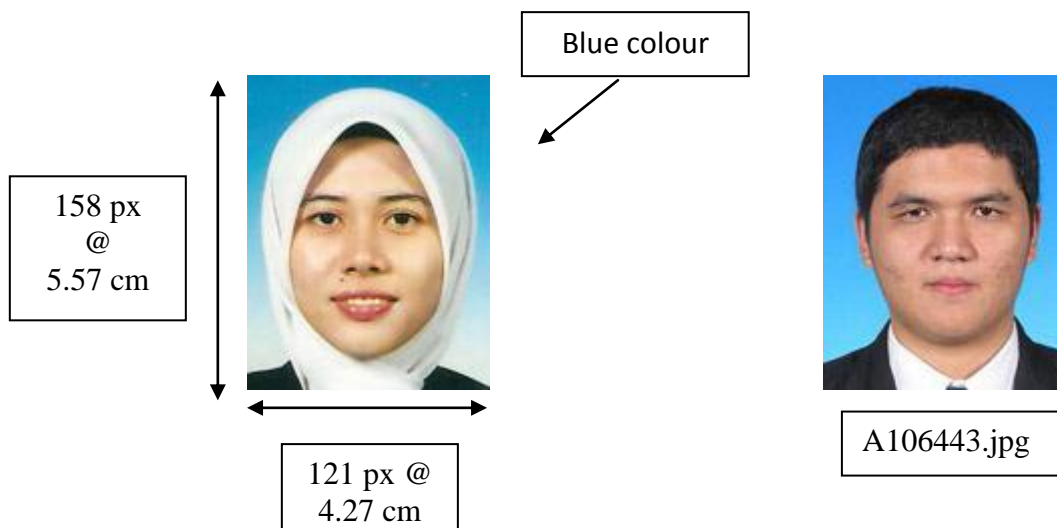
Student's Action:

1. After registration (students' status will be activated a week after students registration ceremony), students have to 'RESET' their password in the Executive Students Information System (SMPE) at www.ukm.my/smpe for them to have access to all University systems. They need to use their registration number as their username, and their identity card/passport number as their password to have access to SMPE.

2. Students who did not upload their UKMCARD photo when confirming their acceptance offer, have to upload their photo in UKM Campus Card System (UKMCARD) at www.ukm.my/ukmcard.

Photo requirements:

1. Size of photo is 158 pixels @5.57 cm X 121 pixels @ 4.27 cm.

2. Photo size must not exceed 100kB.

3. Photo is in .jpg format .

4. The photo must have a blue background (except for those in the Army).

5. The photo must be clear and taken with the face facing front.

6. The face must not be covered and with a veil, turban, songkok or skull cap.

EXAMPLES OF PHOTO

Blue colour

158 px @ 5.57 cm

121 px @ 4.27 cm

A106443.jpg

EXAMPLES OF REJECTED PHOTOS

1. Photos that do not meet the requirements as stated in the Academic Circular;

2. Missing photos or sent in formats other than .jpg;

3. The background does not meet the regulations as stated for passport photos;

4. Low quality photo

Books in background

Photo position

Black and White photo

Scenery background

Black background

Wearing a skull cap

Wearing a veil/ Face covered

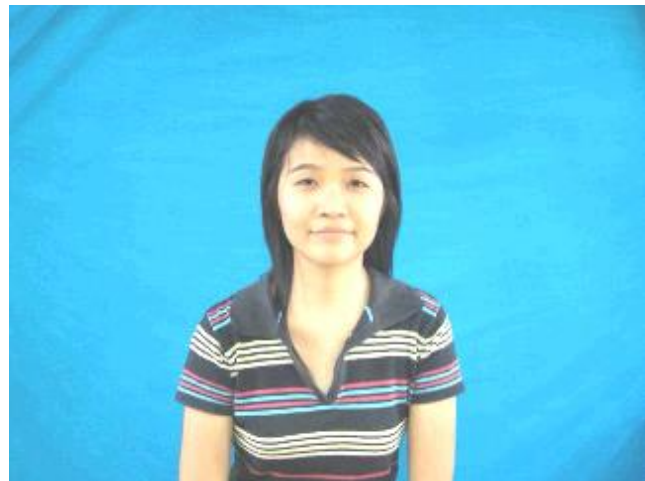Photo too small

Marks on photo

Photo size too big can causing delay when uploading and take-up space in the server