

GUIDELINES IN UPLOADING

Signature Requirements

To avoid delay in ID processing, pls follow the following.

- The signature photo size is 2x2, in plain white background
- The signature photo should be clear and free from shadows
- The signature should be written using black sign pen

Sample of Acceptable Signature's Photo



Note : Application will not be processed if

- Photo of the signature has shadows
- The background of signature is not plain white
- The signature is not written in black ink color

Please ensure you have read the signature requirements above prior to uploading.

IMPORTANT REMINDER PRIOR TO UPLOADING

- Image must be JPG file format and no larger than 5MB
- Please ensure the name of your signature's photo clearly identifies you, for example studentnumber-firstname-lastname (2019-2-01234 Juan-delacruz.jpg)

Note : If any of the requirements are not met then your signature will be rejected and your ID card will be delayed.