

Photo upload guidelines

Uploading your photograph on e-Vision means that your student ID card (or TUSC card) will be ready for you to collect when you attend your enrolment event! Please read carefully the information below as it will help you select or take the right picture for your TUSC card.

Teesside University Smart Card (TUSC)



All students are issued with a Teesside University Smart Card (TUSC) on presentation of proof of enrolment at your school Service Desk.

Carry your TUSC at all times when on University premises. You will need it to gain entrance to buildings, to borrow items and print in the Library and access a range of facilities, including sports facilities. Your TUSC also acts as examination identification. If you lose your TUSC, report this to IT Services immediately. Replacement cards can be purchased from <http://MyTUSC.tees.ac.uk> and collected from the Library at Middlesbrough or Darlington Campuses.

Photo upload guidelines

To help you select or take a photograph that will be used for your TUSC card, please follow the guidelines below. The photograph may be scanned from a paper original or it may be digital, it should be a photograph of your head and shoulders and should meet the requirements below:

- Colour photos only as black and white photos are not acceptable
- Eyes should be open and clearly visible, with no flash reflections or "red eye"
- Facial expression should be neutral with the mouth closed
- Photos should show both edges of the face clearly
- Photos should show a full front view of face and shoulders, squared to the camera
- Photos should not show the subject looking over one shoulder (portrait style) or with head tilted to one side or backwards or forwards
- The face and shoulder image should be centred in the photo
- There should be no hair across the eyes
- Photos should be clear, sharp and in focus
- Avoid photos with shadows or flash reflection on the face or background
- Photos should show a plain, uniform, light grey or cream background.
- Photos should not be manipulated (e.g. removing spots, softening lines, shadows, etc.)

See Photo guide on the following page.

Additional Information

You will be able to upload pictures of up to 500Kb. Use a picture editing software if you need to crop the picture or resize it. The photo will be displayed back to you as it would appear on the card, if it does not look suitable, you will be able to go through the process again.

The size of the picture on the card is 2.5cm wide by 3.1cm high (approx. 94 x 115 pixels). Please use picture guide below to help you take/select your photo.

