1．Things to Remember When Taking Your Photos
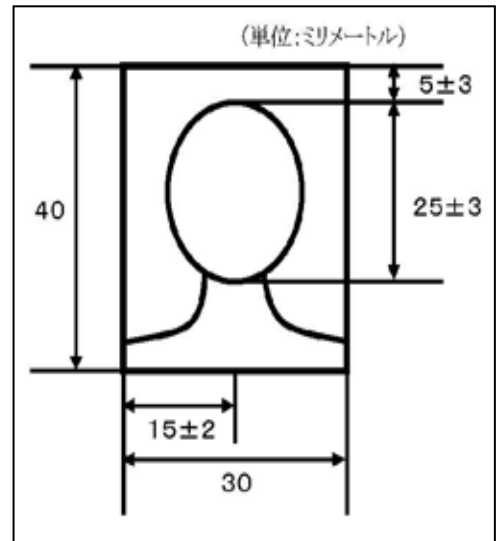
Photos need to be the designated size (40mm x 30mm), and must have been taken within three months of submitting your application.

【Specifications for Photos】

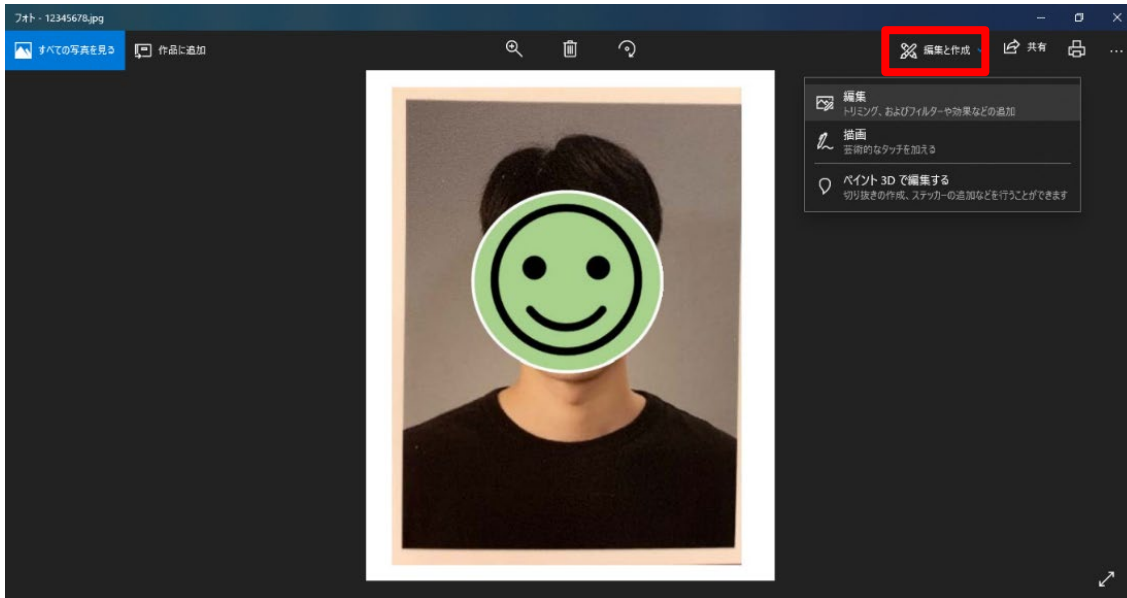**The following photos will not be accepted:**
× The same photo that is on your present residence card
× Photos not of the designated size (40mm x 30mm)
× Photos of you wearing glasses or a hat
× Photos where your teeth are showing
× Photos with shadows on your face or those that are dark or otherwise unclear
× Photos where your hair covers your eyes
× Photos with dark backgrounds that make it difficult to distinguish the outline of your face
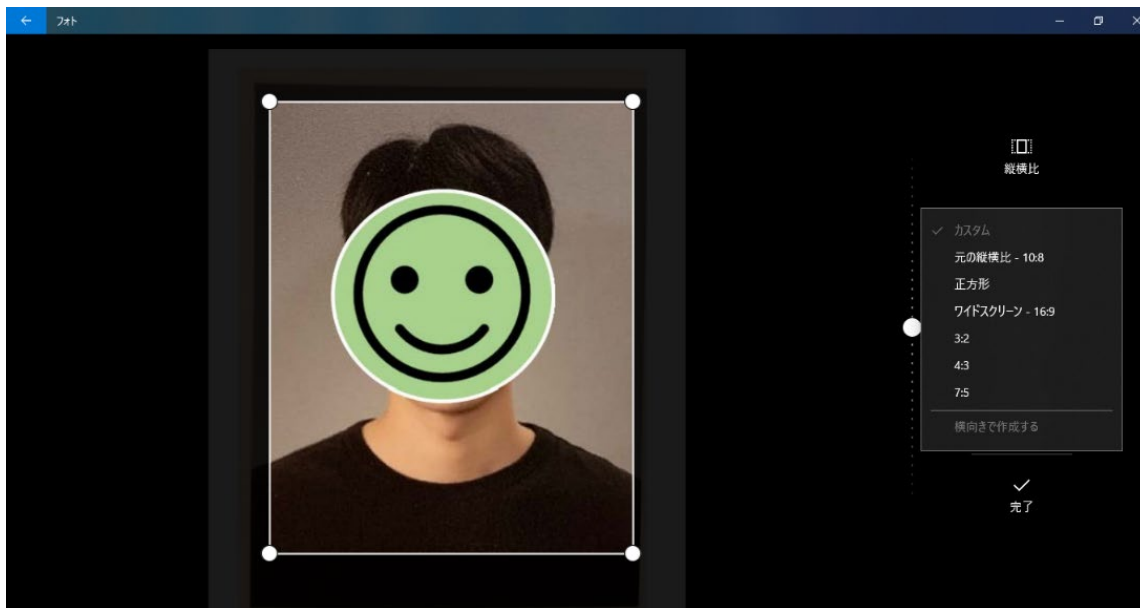
How to process photos

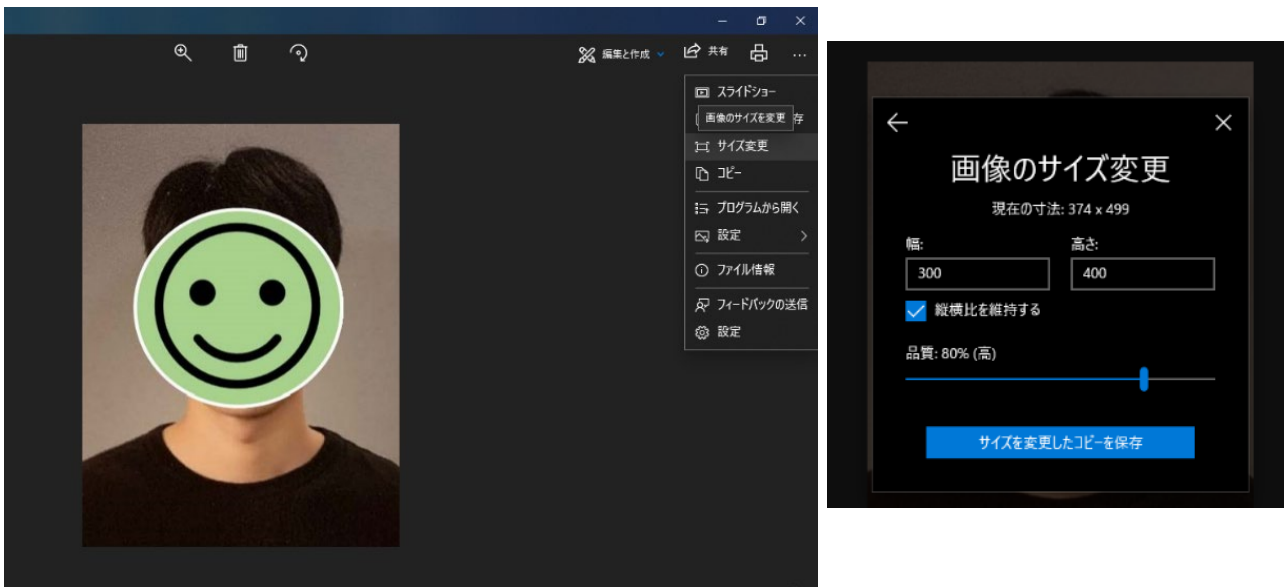Right-click on data → Open from Programs → Photo → Edit and Create → Edit → Crop and Rotate.

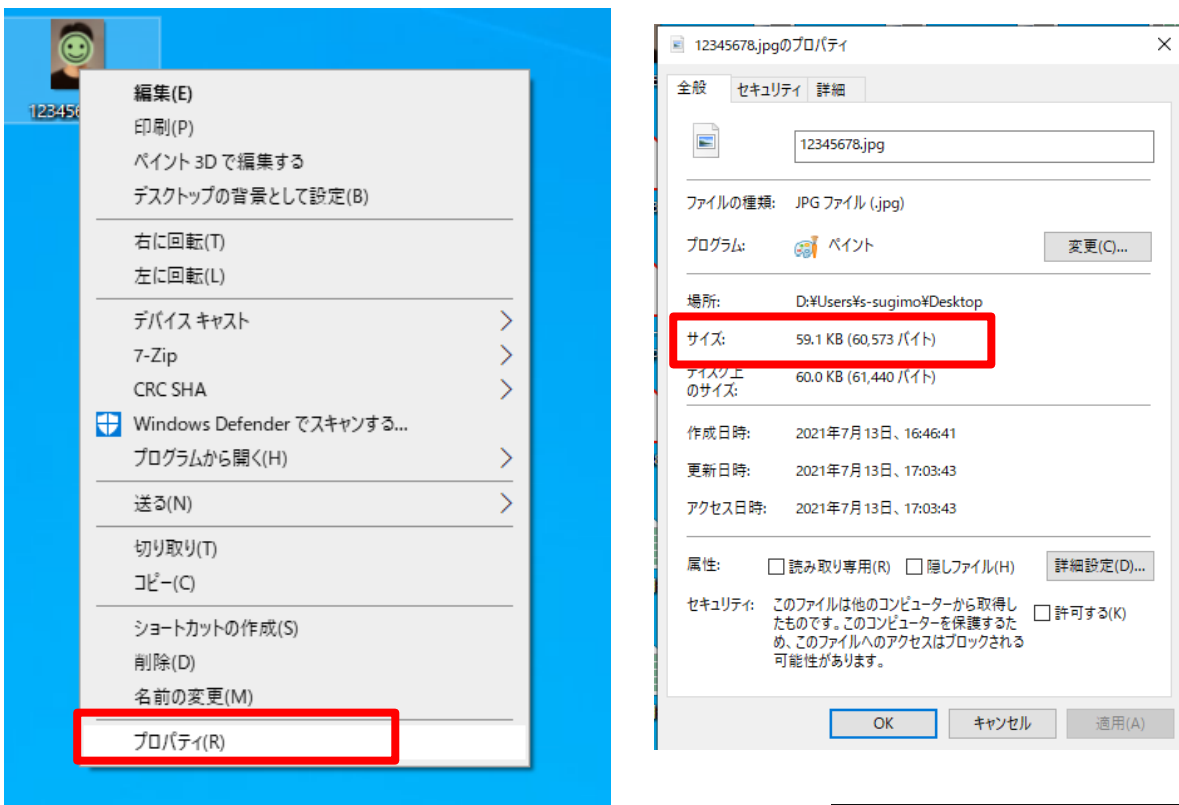Aspect ratio → Custom → Cut out unwanted parts → Done → Save.

Aspect ratio → 4:3 → Done → Save.

Top right "..." → Resize → Define custom dimensions → Width: 300 Height: 400 → Save.

How to check file size

If more than 50 Kbytes → set quality to 70% and store elsewhere.