Texas Wesleyan
GRADUATE PROGRAMS OF NURSE ANESTHESIA

Photo Policy

GRADUATE PROGRAMS OF NURSE ANESTHESIA • 1201 WESLEYAN, FORT WORTH, TEXAS 76105-1536

GPNA uses digital photographs to assist proctors and hospitals with student identification. A photograph that is less than 3 months old must be submitted prior to admission.

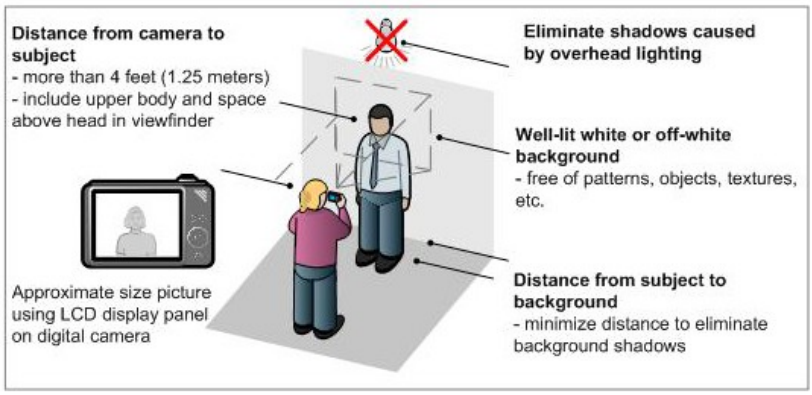
- Digital photographs must be taken according to the guidelines published for passport photographs.
- The photograph must be uploaded to the self service center.
    - To upload the photo, login to your application portal at txwes.edu/portal and select "Current photo" from the drop down list under the "Upload Materials" section.
- The photograph file must be named: last name, first initial, graduation year.jpeg (example, DoeJ2015.jpeg)

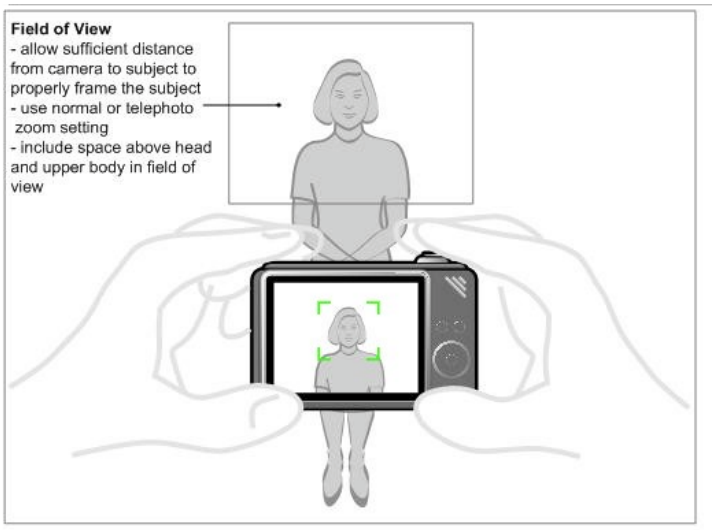
Photographer's Guide

Taking an acceptable photograph for your U.S. passport requires special attention to camera position and lighting.

Camera Position

- The camera should be placed at the eye level of the person being photographed and at least 4 feet (1.25 meters) away.
- Minimize the distance between the person being photographed and the background to reduce shadows on the background
- Make sure to include the person's upper body and have space above the head in the viewfinder or screen display of your camera.
- Ensure the background is well lit, white or off-white, and free of patterns, objects, textures, etc.

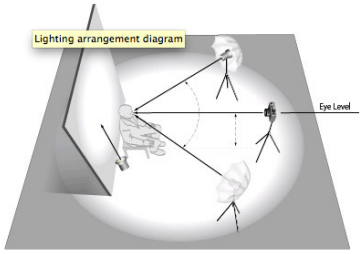




Proper Lighting Arrangement and Background Illumination

If you are setting up a proper area to take photos, then consider:

- Positioning light sources on both sides of the person to avoid shadows on the face
- Using a light source to illuminate the background behind the person to avoid shadows on the background
- Try to eliminate shadows that are caused by overhead lighting



The lighting arrangement should consist of a minimum of three (3) points of illumination; two (2) points of illumination should be placed at approximately 45 degrees on either side of the subject's face, the third point should be placed so as to illuminate the background uniformly. The background should be uniformly illuminated to remove any shadows or other lighting effects that would otherwise interfere with clearly discerning the facial outline on the background.