

## Photo Guidelines

Your photo will be used for reports that are created for each scholarship donor. These reports may be provided directly to donors, to UTSA and outside agencies/media for possible publication. For this reason, it is vital that your photo is professional and appropriate.

### Guidelines:

- Photos should be recent and high-quality. DO NOT send photos that are blurry, grainy, have filters applied, or lack what would be considered basic, good contrast/exposure
- No selfies
- Photo should at least show your head, shoulders, and torso - with space enough for us to crop in if necessary
- Clothing should be business professional, business casual, or dressy casual
- Appearance should be neat – styled and trimmed hair, natural makeup (if you choose to wear any), etc.
- Photo must be in either .png or .jpg format

### Things to Consider:

- Do you have a professional headshot taken by a photographer or another individual that you use for another business, on business cards, or on LinkedIn?
- Are you an incoming freshman or current freshman/sophomore? You may consider using a senior portrait from high school as long as it meets the guidelines listed in the section above.
- You may have a current photo that you are happy with and can submit (provided that it meets the guidelines).
- If you do not have a suitable photo, UTSA Career Services offers a free headshot to current UTSA students. This service is offered Mon, Tues, Thurs & Fri from 8am-12pm. Photos are taken on a walk-in basis and you must arrive at Career Services professionally dressed. Please visit <https://careercenter.utsa.edu/> for Career Services location and contact information.