

## PHOTOGRAPH & SIGNATURE GUIDELINES

In order to fill online applications for admission to various courses under the Dr. D.Y. Patil Vidyapeeth, Pune, the applicant will need to upload his/ her Photograph and Signature. These Photograph & Signature will be printed on the Application Form. Uploading of Photographs and Signatures that do not meet the required specifications can result in rejection of the Application without any refund of fees. Please read the following guidelines and specifications before uploading Photographs and Signatures:

### Photograph Specifications & Guidelines

- The Photograph must have been taken recently.
- **While uploading Documents (Photo/Signature), file name should not have any special characters such as {! @\$%^&\*() }**  
**Kindly check file name before uploading documents, if you have any special Characters in file name then rename your file name and then upload it.**
- Face should occupy about 50% of the area in the photograph, and with a full face view
- looking into the camera directly
- If you normally wear spectacles, glare on glasses is not acceptable in your photo. Glare can be avoided with a slight downward tilt of the glasses for the photo shoot.
- Ask your photo studio to provide the image in a JPG format and also on a standard 4.5cm x 3.5cm print
- **Ideal pixel resolution for JPG: 320 x 240.**
- **The maximum file size is 60 kB (kilo bytes).**
- **Only JPG or PNG image formats are accepted.**
- You must not wear spectacles with dark or tinted glasses, only clear glasses are permitted
- The main features of the face must not be covered by hair of the head, any cloth or any shadow. Forehead, both eyes, nose, cheeks, lip, and chin should be clearly visible
- Face should occupy about 50% of the area in the photograph, and with a full face view looking into the camera directly.
- Photograph must be taken in a White or a very light background.



### Signature Specifications & Guidelines

- Please put your signature with a black or dark blue ink on a white paper
- Get the signature digitally photographed/image scanned by a professional photo studio, and get the image cropped by the studio itself.
- **Ideal pixel resolution for JPG: 320 x 240.**
- **The maximum file size is 60 kB (kilo bytes).**
- **Only JPG or PNG image formats are accepted.**
- Low resolution photographs of signatures are not acceptable, and can result in rejection of the application without any refund of the fee.