

How to get the Digital Photographs for your ID Accreditation Card

We recommend that you go to your local photographer – most towns will have someone who does Passport photographs.

You will, in any case, need Passport photographs for your Visa application, so do this at the same time – get a photograph taken. You will require two copies for the Visa I expect, and I recommend that you take extra copies to Beijing with you as a “safety play”

As your photographer to supply you with a copy on disc (ideally take a pen drive with you and he/she should be able to put it on that).

Print this page and take it with you and ask the photographer to supply the digital copy with the following format:

- JPG format
- Resolution : 300Pixels/Inch
- Size : 413Pixels*531Pixels
- Printing Size: 35 mm x 45 mm (W x H)
- File Size : 45K~100K (the digital photograph will probably need to be saved at medium resolution in order for the file size to be correct.)
- Digital photos shall be returned with the electronic application.

When you get home, make a copy of the file onto your computer and rename it – the file name must be:

Last name_Given name_Passport No.

(e.g. anna_gudge_203026457.jpg)

This is extremely important so that we can identify the photograph and ensure it is included with the correct ID Application form