LORETO COLLEGE, KOLKATA

GUIDELINES FOR SCANNING AND UPLOADING PHOTOGRAPH & SIGNATURE

Before applying online, a candidate will be required to have a scanned (digital) image of her photograph and signature as per the specifications given below:

Photograph Image:

Photograph must be a recent passport style colour picture. (Kindly remember that this photograph will be used later for registration with the University of Calcutta, if you are admitted)

Make sure that the picture is in colour, taken against a light-coloured preferably white, background.

Size of the file should be within 50 kb.

Ensure that the size of the scanned image is **not more than 50 kb**. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

Signature Image:

The applicant has to sign (Full Signature) on white paper with **Black ink**.

(Kindly remember that this signature will be used later for registration with the University of Calcutta, if you are admitted)

Size of the file should be within 50 kb.

Scanning the photograph & signature:

Set the Colour to True Colour

File Size as specified above

Crop the image in the scanner to the edge of the photograph/ signature, then use the upload editor to crop the image to the final size (as specified above).

The image file should be jpg or jpeg format. An example file name is: image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.

Candidates using MS Windows / MS Office can easily obtain photo and signature in .jpg or .jpeg format not exceeding 50 kb by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg or .jpeg format by using 'Save As' option in the File menu and size can be reduced below 50 kb (photograph) & 50 kb (signature) by using crop and then resize option.

If the file size and format are not as prescribed, an error message will be displayed.

Procedure for uploading Photograph and Signature:

There will be two separate links for uploading Photograph and Signature.

Click on the "Browse" button for Uploading Photograph and Signature respectively

Browse and select the location where the scanned Photograph / Signature file has been saved.

Select the file by clicking on it.

Click the 'Open/Upload' button

Your Online Application will not be registered unless you upload your photograph and signature as specified.