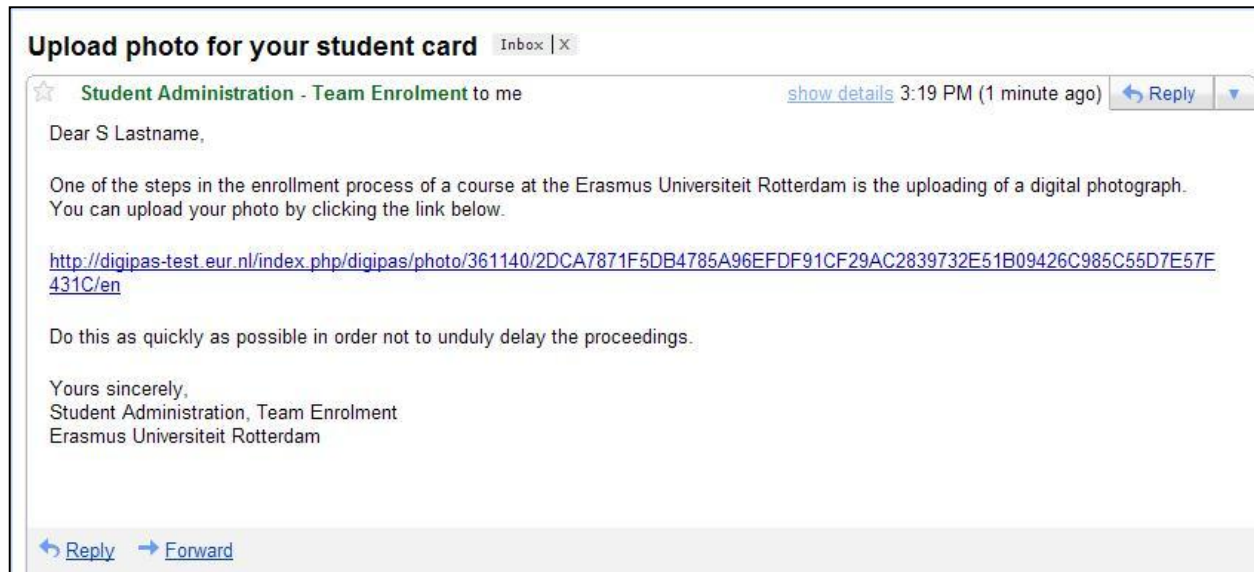


## Instruction how to upload your photo for your student card.

### Step 1:

After you have submitted your request for enrollment in Studielink, you receive an e-mail at the personal email address you have submitted via Studielink.

Below you see an example of the received e-mail with your photo link:



### Step 2:

You are now able to upload your photo. Click on 'Browse' to select your photo and click 'Upload'.

The screenshot shows a web form titled "Upload student photo". On the left, there is a navigation menu with sections "Administrator" and "Menu". The "Administrator" section includes "Homepage Administrator", "Pasfoto Controleren", and "Student Resetten". The "Menu" section includes "Homepage" and "Contact form".

The main content area of the form is as follows:

Dear S Lastname

Check your student number of the Erasmus University: "361140", if the number is incorrect please [contact cbi](#).

You will now upload the passport photo to be used for your student card.

The photo must meet the following requirements:

- It must be well looked a recent well-like colour photo against a neutral background.
- You must face forward (i.e. both ears must be visible).
- Your eyes must be clearly visible. Glasses with dark tinted lenses are not permitted.
- Your entire face must be clearly visible.
- Your hair must be visible, unless this is not possible due to religious, ideological or medical reasons.

The photo you upload will be assessed against these criteria. If the photo fails to meet the criteria, an e-mail will be sent to the e-mail address you provided to notify you of this. You must then submit a photo that does meet the criteria as quickly as possible, so that the enrolment procedure can proceed.

Upload a picture, 4 mb max (this may take a while)

At the bottom, there is a section "Choose a photo for editing" with a text input field labeled "Photo (jpg)", a "Browse..." button, and an "Upload" button.

### Step 3:

Below you see a photo with a selection frame to scale the photo to the desired view. After you have made the correct view, click 'save':



After you have done this, you will receive a message that the photo has been created and will be reviewed by the Central Registration Office.

In case the photo is not approved, you will be notified via e-mail that your photo has been rejected. You will be asked via e-mail to submit a new photo. You can use your existing photo link to upload the new photo.

### What to do if you do not have the photo link anymore?

In case you have lost your photo link, please send an e-mail to [cbi@oos.eur.nl](mailto:cbi@oos.eur.nl) mentioning your:

- studentnumber
- last name
- initial(s)
- date of birth