

Particulars given about Rev. / Prof. / Dr. / Mr. / Miss. / Mrs.
are true and accurate and he / she is a permanent / temporary contract
 basic employer of this university.

.....
 Registrar / Asst. Registrar (ace) / Asst. Registrar (nac)

.....
 Date

For office use only	
S A W Ref.	
File Name of photo	
File Name of Signature	
DB Record Ref.	

To / From	Date	Name	Signature	Remarks

UoR charges a fee to issue an Identity Card	
Permanent staff member	Rs. 300
Others	Rs. 300
Replacements and renewal	Rs. 200

ID PHOTO REQUIREMENTS

1. Your photos or digital images must be:
 - a) In color
 - b) In focus
 - c) Taken within the last six months to reflect your current appearance
 - d) Taken in front of a sky blue or off-white background
 - e) Taken in full-face view directly facing the camera
 - f) With a neutral facial expression and both eyes open
 - g) Do not wear a hat or head covering that obscures the hair or hairline, unless worn daily for a religious purpose. Your full face must be visible, and the head covering must not cast any shadows on your face.
 - h) Headphones, wireless hands-free devices, or similar items are not acceptable in your photo
 - i) Do not wear eyeglasses.
 - j) If you normally wear a hearing device or similar articles, they may be worn in your photo
 - k) In addition, snapshots, magazine photos, low quality vending machine or mobile phone photos, and full-length photographs are not acceptable.
2. You must upload your digital image as part of your entry.
3. Your digital image must be:
 - a. Passport size (35 x 45 mm) with the head centered and sized between 25 to 30mm as bellow
 - b. In JPEG (.jpg) file format
 - c. Equal to or greater than 100kB (kilobytes) in file size

