

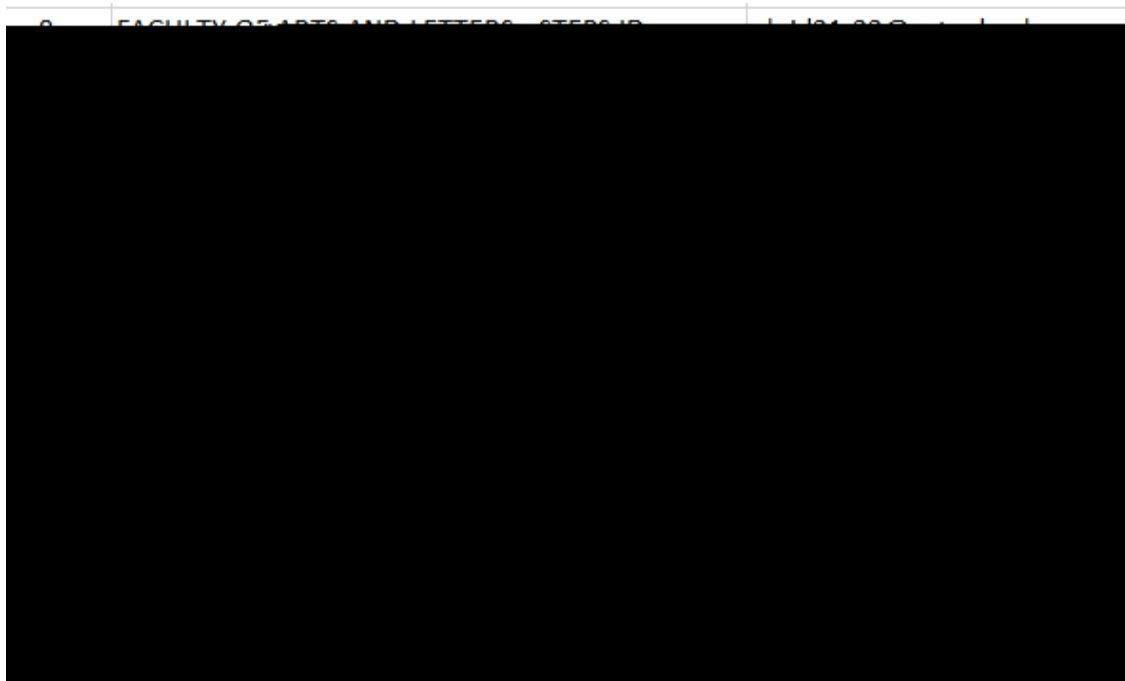
## Appendix A

# INTERNAL PROCEDURES FOR THE PROCESSING OF ID CARDS FOR NEW STUDENTS, AY 2021-2022

STEP 1. Creation of email addresses for ID card processing for each faculty/college/school/institute. (c/o STePs)

: These Microsoft Outlook email addresses will be created by STePs and will be used to communicate with the students regarding the submission of the needed photo and e-signature.

| NO. | Display name                     | Username                |
|-----|----------------------------------|-------------------------|
| 1   | SENIOR HIGH SCHOOL - STEPS ID    | shs.id21-22@ust.edu.ph  |
| 2   | EDUCATION HIGH SCHOOL - STEPS ID | ehs.id21-22@ust.edu.ph  |
| 3   | JUNIOR HIGH SCHOOL - STEPS ID    | jhs.id21-22@ust.edu.ph  |
| 4   | COLLEGE OF EDUCATION - STEPS ID  | educ.id21-22@ust.edu.ph |
| 5   | COLLEGE OF SCIENCE - STEPS ID    | sci.id21-22@ust.edu.ph  |







*Appendix B*

REQUIREMENTS/GUIDELINES ON THE SUBMISSION OF PICTURE AND DIGITAL SIGNATURE for

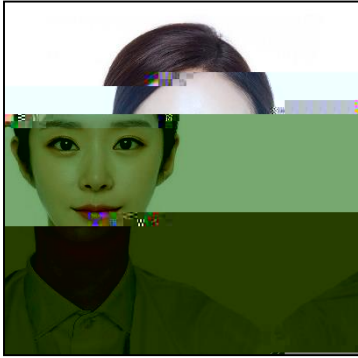
REQUIREMENTS:

- a) **Scanned copy of original or temporary registration form** (if not available, please provide the following: Full name (SURNAME, GIVEN NAME, MIDDLE NAME); Student Number; and Program; Ex. SANTOS, THOMAS, AQUINO; 2020001611; B.S. Architecture;
- b) **One (1) 2x2 picture** in compliance with the guidelines below (picture must be in .JPEG format; image resolution should be 1024 x 768 pixels). Save picture filename as - P2020001611 (P + Student Number); and
- c) **Digital signature**. (must be in .PNG format; image resolution should be 1024 x 768 pixels). Save e-signature filename as - S2020001611 (S + Student Number).

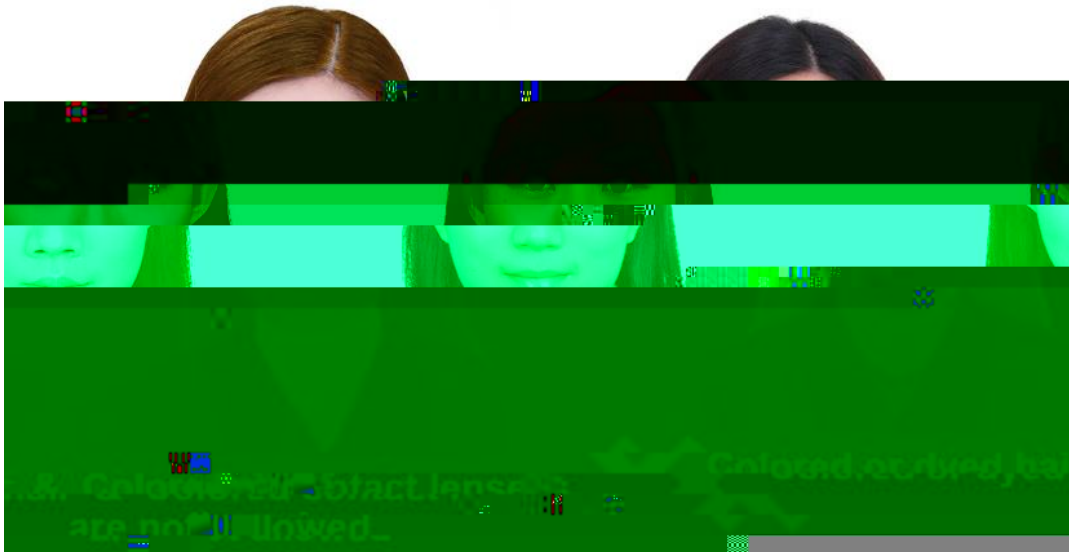
GUIDELINES ON THE APPROPRIATE WAY OF PICTURE TAKING:

- a) Pictures must have been taken in the last 30 days; size is 2 in. by 2 in.; background-color is WHITE; pose is full-frontal; image size must approximately occupy 70 to 80 percent of the picture;
- b) Facial expression must be neutral, with both eyes open and mouth closed.

# SAMPLE PICTURES FOR REFERENCE



in a





## Appendix C

### REQUIREMENTS/GUIDELINES ON THE SUBMISSION OF PICTURE AND DIGITAL SIGNATURE FOR

#### REQUIREMENTS:

- a) **Scanned copy of original or temporary registration form** (if not available, please provide the following: Full name (SURNAME, GIVEN NAME, MIDDLE NAME); Student Number; and Program. Ex. SANTOS, THOMAS, AQUINO; 2020001611; B.S. Architecture;
- b) **One (1) 2x2 picture** in compliance with the guidelines below (picture must be in .JPEG format; image resolution should be 1024 x 768 pixels). Save picture filename as - P2020001611 (P + Student Number); and
- c) **Digital signature**. (must be in .PNG format; image resolution should be 1024 x 768 pixels). Save e-signature filename as - S2020001611 (S + Student Number).

#### GUIDELINES ON THE APPROPRIATE WAY OF PICTURE TAKING:

- a) Pictures must have been taken in the last 30 days; size is 2 in. by 2 in.; background



SAMPLE PICTURES FOR REFERENCE:

ACCEPTABLE:  
PICTURE



SIGNATURE



NOT A CEMA97E4 321.65R0.000003000912 03E



