Dear Student:

In the application process we asked you to send a number of identification photos, of you alone, in "Passport Photo format". Unfortunately due to a complicated visa process, students going to a semester-long program in Greece need to obtain 16 photos. Please keep 2 of these and mail us 14. You need to keep 2 photos in order to submit them with your visa application to the Consulate General of Greece. If you already sent us 8, please secure 8 more and send us 6 of them.

WHAT IS NEEDED:

- Keep 2 passport format photos for submission with your visa application to the Consulate General of Greece
- We need 14 passport format photos sent to us immediately to:
  
  Greece Program  
  Arcadia University  
  Center for Education Abroad  
  450 S. Easton Road  
  Glenside, PA 19038

WHAT THE 16 PHOTOS ARE USED FOR:

- 2 – for the Arcadia Glenside Office (ISIC card, etc.)
- 3 – for the Arcadia Athens Office (emergency card, application, photo album)
- 2 – KEEP for your trip to the Consulate General of Greece for your visa
- 4 – for the Greek Authorities to process visa pre-departure
- 5 – for the Greek Authorities once you arrive in Athens to register visa

WHAT TO DO:

Pictures are expensive (and they are more expensive in Greece). Your best bet is to have two passport format photos taken. You can take those to a copy center or store where they have a Kodak or other type of reproduction machine and make the additional copies economically. **Pictures must be re-produced on photo paper.** They CANNOT be photocopies on typewriter stock or regular copy paper.

Local Pharmacies and camera shops in the US can take these photos in the proper format or you can take a photo and reproduce it on photo quality paper.

The following description and example should help you in defining what a "passport" format picture is.
PASSPORT PHOTO FORMAT:

- SIZE: 2 inches (50mm) square, with the applicant’s name and Social Security number printed on the back.

- Applicant must be directly facing the camera; the head of the person being photographed should not be tilted up, down or to the side, and should cover about 50% of the area of the photo.

- The photo should be taken with the person being photographed in front of a neutral, light-colored background. Photos taken with very dark or patterned, busy backgrounds will not be accepted.

- Photos in which the face of the person being photographed is not in focus will not be accepted.

- Photos in which the person being photographed is wearing a hat or glasses with dark lens or in which the face is obscured in any way will not be accepted. (Obviously you can have facial hair.)

- Photos may be either color or black and white, printed on photographic paper.

- Example

![Example Passport Photo Diagram]

Thanks for your consideration in this matter.