The Perfect Study Abroad Photo

In order to gain access to your Personal Page, you will need to submit two files of the same photo cropped with the below dimensions:

- 1.5 by 1.75 inches 300 dots per in. (DPI)
- 1.5 by 1.75 inches 72 dots per in. (DPI)

**Please Note:** The following instructions are based on MAC programs. Please use similar dimensions for PC.

### Step One: Find the Perfect Photo

Please find one CLEAR colour photo with a solid background, free of any obstructions.

The Perfect Photo:

- **Width:** 1.5 inches
- **Height:** 1.75 inches

### Step Two: The Crop

1. Save your photo as: `[Your Last Name, Initial of First Name].jpg`
2. Open File in Preview application
3. With your cursor select the area of the photo you would like to crop

4. Go to ‘Edit’ and select ‘Copy’
5. Then go to ‘File’ and select ‘New from Clipboard’
6. You should have a new document with clearly cropped headshot at this point.

7. Now go to ‘Tools’ and select ‘Adjust Size’
8. Adjust the size to the appropriate dimensions:
   - 1.5 by 1.75 inches 300 dots per in. (DPI)
   - 1.5 by 1.75 inches 72 dots per in. (DPI)

9. Save File as:
   - 300 dots per in. (DPI) = ‘Windsor, E Big.jpg’
   - 72 dots per in. (DPI) = ‘Windsor, E Small.jpg’

### Step Three: Send an Email

After you send this email to us, you will be sent your Username and Password for your Personal Page within 3-7 business days. Failure to follow the above instructions will lead to delays in access of your Personal Page.

**Please Note:** When you first log into the Personal Page you will need to create a new password. Password resets can take up to 7 days so use a password you will not forget. (i.e. Kerberos Password)**

Once you have received your Username and Password you will be able to upload:

- Flight Information
- Passport and Visa Scans
- Select Classes
- Choose Housing
- Purchase a Mobile Phone/SIM Card
- Start Tier 4 Application (LIF, GMC, SED)