

## How to Upload Your Passport Photo – Step by Step guide

### **Step 1. Prepare your passport photo**

Before uploading, make sure your passport photo meets these requirements:

- Take a photo /scan of **only the biographical data page** of your international passport (the page with your photograph and personal details)
- The entire page must be visible, including all four corners
- Correct orientation: horizontal (not rotated)

#### **The photo must be:**

- Clear and sharp (not blurred)
- Well lit (no shadows, no glare)
- Without fingers, hands, or any objects
- Without reflections, flash, stains, folds, scratches, or defects
- Without background items (tables, documents, etc.)

#### **File format and size**

- Accepted formats: **JPG / JPEG / PNG**
- Maximum file size: **2 MB**
- One image page only

#### **If you use an iPhone:**

Go to **Settings** → **Camera** → **Formats** and select **Most Compatible** instead of “High Efficiency”. This ensures the file format is fully compatible with the system.

### **Step 2. Upload the passport photo**

1. On the page, find the **sample image of a passport**.
2. Click Browse files located below the sample passport page.

Complete the fields as requested

### Your Details

**Warning: Please wait 25 seconds before saving your details and continuing**

**IMPORTANT: Please fill in below information as it appears in the photo page of your passport. Your application will be rejected if the information provided does not match with your passport details.**


**Please ensure you upload a clear and valid copy of your passport as the data extracted from it can't be edited**

Please upload your document here \*

Only PNG and JPG file types are allowed, and the file size should not exceed 2MB

Upload the BIO page of your passport as shown in the preview. You may upload an image only

**INTERNATIONAL PASSPORT**

	<b>Surname</b> LOREMIPSUM	<b>Passport No.</b> AB 00122334
	<b>Given name</b> DOLARSIT	<b>Personal ID</b> 01234567899
	<b>Date of birth</b> DD-MM-YYYY	<b>Sex</b> F
	<b>Date of issue</b> DD-MM-YYYY	<b>Holder's signature</b> DD-MM-YYYY
	<b>Valid until</b> DD-MM-YYYY	

P/ <LOREMIPSUM/> <DOLARSIT/> <----->  
3210123456789101112137<-----><00

[Browse Files](#)

3. After the image is uploaded and displayed, click Continue (located at the top-right, above the uploaded passport image).

Once you click **Continue**:

- The system will automatically read the data from your passport using OCR.
- The extracted personal data fields will appear **below the passport image**.

### **Step 3. Review and complete your details**

- Carefully **review and verify** all personal data read by the system.
- Enter your **mobile phone number** and **email address**.

These details will be used for **verification purposes** and for sending the **appointment letter** with registration details.

If all information is correct, click **Submit** at the bottom of the page.

If any information is incorrect:

- Upload a **clearer and higher-quality image** of the passport data page and repeat the process.

After successful completion of the **OCR step**, you will be **automatically redirected to the video verification page**.