

## **UPMC Hamot Medical Education**

### **Badge Photo Submission Instructions**

Photos must be submitted to [kutza@upmc.edu](mailto:kutza@upmc.edu) **at least one month prior** to your rotation start date.

Submitted photos must be:

1. Recent
2. The original digital version – cannot be a copy or scanned image
3. Taken in a well-lit area
4. Taken in front of a solid, unobstructed white or grey background
5. Taken from the shoulders up with space left above the head
6. In color – no filters or black and white photos
7. In JPEG format