

**Photo Identification Submission Process:**

1. Prepare an e-mail to [pharmacy@umkc.edu](mailto:pharmacy@umkc.edu)
2. In the email subject line indicate **Applicant Photo Submission**
3. Photo must be received no later than 3 working days prior to scheduled interview date.
4. Attach a recent photo in accordance with defined Photo Guidelines below. You can
  - Upload a photo from your computer.
  - Take a photo with your webcam.
  - Take a photo with your mobile device.
5. In addition, scan a copy of an acceptable ID document and send with photo.
  - ID document must be a US Government-issued photo ID.
    - Driver's License, or
    - Watermarked copy of a Driver's License issued until your Driver's License arrives, or
  - Other acceptable ID documents:
    - Passport
    - Immigration card

**Photo Guidelines:**

- Photographs should be recent (e.g., within the last 90 days).
- Image must be at least 1kb and at most 1mb.
- Face forward directly into camera.
- Use a plain white or light color background.
- No head tilts or odd angles.
- No hats, sunglasses, or other accessories.
- Only include yourself in the photo.
- The photo must be in color, appropriately lit, and in focus.

