FORMAT REQUIRED FOR THE MANDATORY INFORMATION FOR EACH ATHLETE THAT REQUIRES AN ATHLETE LICENCE.

1. Colour Potrait ID picture with white background for Global Athlete Licence card
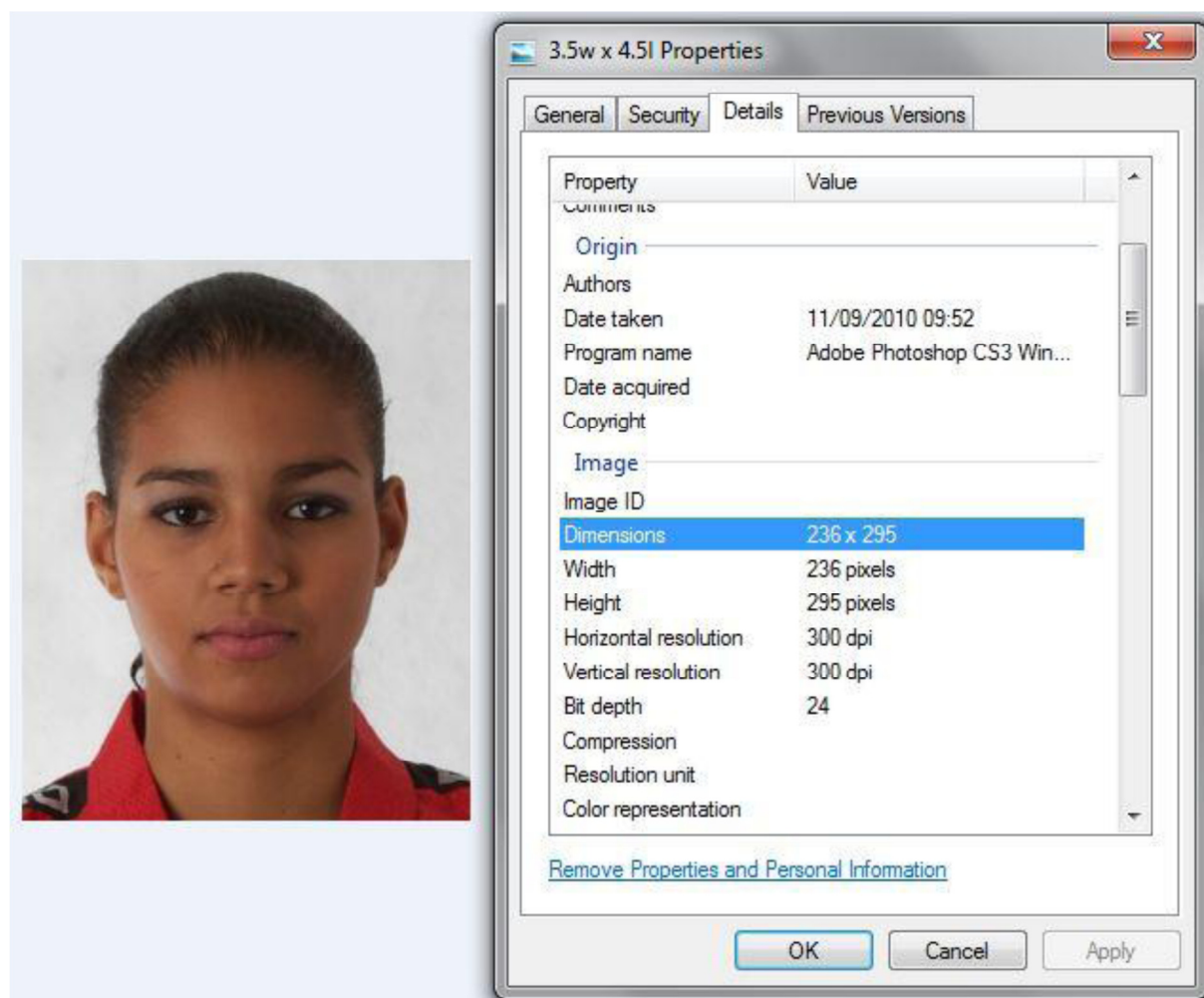As the WTF Global Athlete Licence card will be used to verify athlete's at all WTF-promoted championships, the quality and size of the picture is **very important** and photos that do not meet the criteria below will be returned.

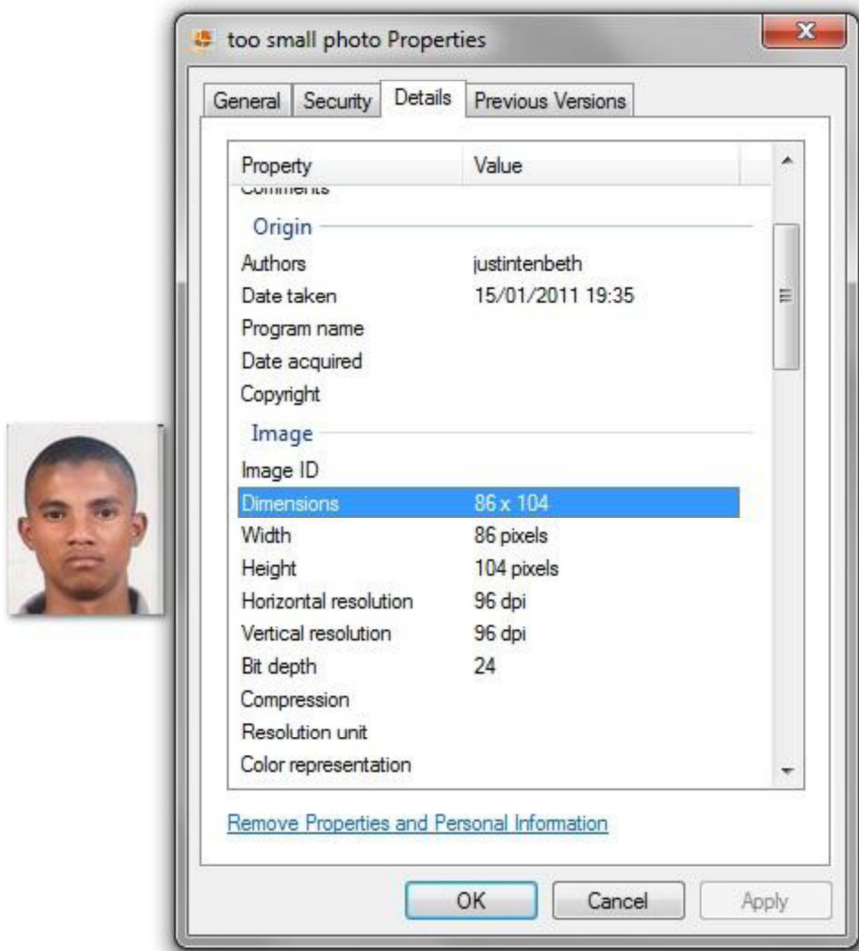**All photos to be uploaded to the system must adhere to the following guidelines:**
1. The photograph must be a passport-style head shot of the member, suitable for use on the WTF Global Athlete Licence card. The photograph must be in colour with a white background.
2. The photo should be neatly cropped, not exceeding borders.
3. Photos should be 300 dpi**. (This ensures the required quality for the licence card)**
4. The image should be 2 cm by 2.5 cm (236x295 pixels).**(This ensures the correct size)**
5. The image file must be saved in an individual JPG format.
7. The file size of each image file should not exceed 200 kilobytes.
8. **A sample of the correct and incorrect ID picture can be seen below as Appendix A**.
NB: To check whether your photos meet the above criteria or not, you can right click on the photo and go to properties to ensure the image is in the correct quality (300dpi) and size (236 x 295 pixels) as shown below in Appendix A.

Correct:

Incorrect:

2. Completed and Signed PDF WTF Global Athlete Licence application form

1. The athlete licence application must be fully completed with required signatures in order for it to be accepted.
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3. Passport with athletes photo page and signature

The following criteria must be met before uploading any passport copies for your athletes.
1. If scanning the passport, it should be cropped after it has been scanned so only the image you are uploading is the saved passport.
2. The passport image must be saved as an individual JPEG format.
3. The name of the passport image file must be saved as the name of the passport holder.
4. The passport should be open as shown below with the photo page and the signature page and must be saved as one file.
5. **A sample of the Passport required can be seen below.**

4. Kukkiwon Dan/Poom certificate or card

The following criteria must be met before uploading any Kukkiwon Dan or Poom certificates/cards copies for your athletes.
1. If scanning the Kukkiwon Dan or Poom certificate/card, it should be cropped after it has been scanned so the only image you are saving is the Kukkiwon Dan or Poom certificate/card.
2. The Kukkiwon Dan or Poom certificate/card image must be saved as an individual JPEG format.

3. The name of the image file must be saved as the name of the Kukkiwon Dan or Poom certificate/card holder.
4. You can provide either the old or new Kukkiwon Dan certificate or the Kukkiwon Dan card. You only need to provide one of these formats.