

How to upload a photo for student ID card

We will collect your ID photo through online storage service (proself). Please read the notes on the next page and upload your ID photo to the proself. This photo will be used for your student ID card.

How to upload

1

Please prepare ID photo data which meets the requirements on the next page.

- JPEG file format (File extension→ .jpg)
- File name should be “examinee’s number_name” .
(e.g. : M789_JohnSmith.jpg)



2

Please visit proself from the URL or QR code below.

<https://proself.jimu.kyutech.ac.jp/public/oG5Bw2ML2zQJNYpyqsfcGwqLotqbeSxDMjzztXg8OEXw>



3

1. First, you should input your email address, and click **パスワード取得** to get a password.
2. You will receive an email that contains a “one-time password”.
3. Input the password on the URL listed on the email, and click **パスワード送信**.



4

First, please click **アップロード**,
Then, click **ファイルを選択** to select an ID photo data.
Input “examinee’s number_name” in the comment section. Then, click **アップロード** to upload your photo data.



Prior confirmation before uploading

- ☐ Is the file **JPEG** format (photo size: **4 cm long, 3 cm wide**)?
- ☐ Is the file named **“examinee’s number_name”**, and also is it input to the comment section?

Notes

* ID photo requirement

- Photo uploading deadline: Thursday, September 12th, 2024
- Photo size: 4 cm long, 3 cm wide
- JPEG file format
- The photo must contain only the applicant. It is not acceptable which contains app logo in the photo.
- Color photo taken within the last three months of the date of submission.
- There must be no background (including no shadow).
- You must face the camera and cannot wear a hat.
- It must be a clear photo.

- * There is no notification when you complete uploading. Please upload the file only once, and do not contact us for confirmation on this. We will contact you if your photo is not uploaded.
- * Only when you have upload wrong format, size or file name by mistake, please re-upload the correct file.
- * If you have any further questions, please contact the Graduate School Section below.

QR Code for a photo upload



Contact

Graduate School Section
Administrative Office, Faculty of Engineering,
Kyushu Institute of Technology
TEL : 093-884-3057
Email : koh-daigakuin@jimu.kyutech.ac.jp