Examination Admission Ticket and Passport Photo Bulletin

TO: All Licensing and Mortgages Students

To be permitted to write an examination, you must be able to present at the examination centre on the day of the examination the following:

1. Examination Admission Ticket

If you have met the appropriate course requirements for examination registration, you will be able to print out an Examination Admission Ticket from your Course Resources webpage. If you do not have access to a printer, please contact Examination Services and an Examination Admission Ticket will be faxed or mailed to you.

You are required to present your Examination Admission Ticket to the Examination Representative at the exam registration desk on the day of the examination. If you are unable to present your completed Examination Admission Ticket at the examination centre (including passport picture – see below), you will not be permitted to write the examination. No exceptions will be made.

2. Passport Photo

You must attach a passport photo of yourself to the Examination Admission Ticket in the appropriate area (use tape, do not glue or staple your picture). The back of the passport photo must have the name and address of the photographer or the studio, the date the photo was taken, your name and student number (in case the passport photo becomes detached).

In order for a passport photo to be considered valid, the photo must have been taken within the last thirty (30) days and follow the “Image Information” and “Size and Paper” sections of the Canadian Passport Office's "Specifications for Photos for a Canadian Passport", as outlined below. See www.ppt.gc.ca/can/photos.aspx for full specifications.

**IMAGE INFORMATION:**

- Eyes must be open and clearly visible.
- Glasses, including tinted prescription glasses, may be worn as long as the eyes are clearly visible. Sunglasses are unacceptable.
- Facial expression must be neutral (not frowning nor smiling) with the mouth closed.
- Photos must show both edges of the face clearly.
- Photos must show a full front view of face and shoulders squared to the camera.
- The face and shoulders image must be centred in the photo.
- Photos must reflect/represent natural skin tones.
- The length from chin to crown of head (natural top of head) must be 31 mm to 36 mm.
- The image must be clear, sharp and in focus.
- Photos with shadows on the face or background are unacceptable.
- Photos must be taken with uniform lighting and not show shadows or flash reflection on the face and head.
- Photos must be taken against a plain, uniform, white or light-coloured background.
- Hats or head coverings are not permitted except when worn for religious reasons and only if the full facial features are clearly visible.
- Black and white or colour photos are acceptable.
SIZE AND PAPER:

- Photos must be no more than 2 inches wide × 2 ¾ inches long (50 mm × 70 mm) in size.
- Heavy weight paper is unacceptable.
- Photos must be printed on high quality photographic paper.
- Photographic paper must have a backing that accepts and retains the photographer's stamp and date, without smearing.

3. Secondary Photo Identification

You must also be able to present, at the examination centre on the day of the examination, one of the following types of picture identification in the name in which you originally registered in the course:

A. A current provincial driver's licence which has a picture of the candidate (interim driver's licences are not acceptable); OR,
B. A current passport which has a picture of the candidate; OR,
C. An official identification card issued by either the Federal Government of Canada, or by one of the provincial governments, which has a picture of the candidate; OR,
D. An official employment picture identification card issued by either the Government of British Columbia, one of the other provincial governments or the Federal Government of Canada.

Transfer of Examination Admission Ticket and Passport Photo to the British Columbia Financial Services Authority or the Financial Institutions Commission

If you pass the examination, the Examination Admission Ticket (which includes your passport photo and signature) will be sent to either the British Columbia Financial Services Authority (Licensing students) or the Financial Institutions Commission (Mortgages students).

If you fail the examination, the Examination Admission Ticket (including the passport photo) will be destroyed. Students who need to re-write the examination will be required to complete the entire examination registration process again (including presentation of another Examination Admission Ticket and passport photo).

If you have any questions, please contact Examination Services at:

Tel: 604.822.8444
Toll-free: 1.888.776.7733 - extensions are the last 5 digits of a direct line (e.g., 2.8444)
Email: REDReceptionCEC@sauder.ubc.ca
Fax: 604.822.8459

Address for the Computerized Exam Centre (CEC): Thea Koerner House
6371 Crescent Road
Vancouver, BC V6T 1Z2