

(I) Photo Capture Guidelines

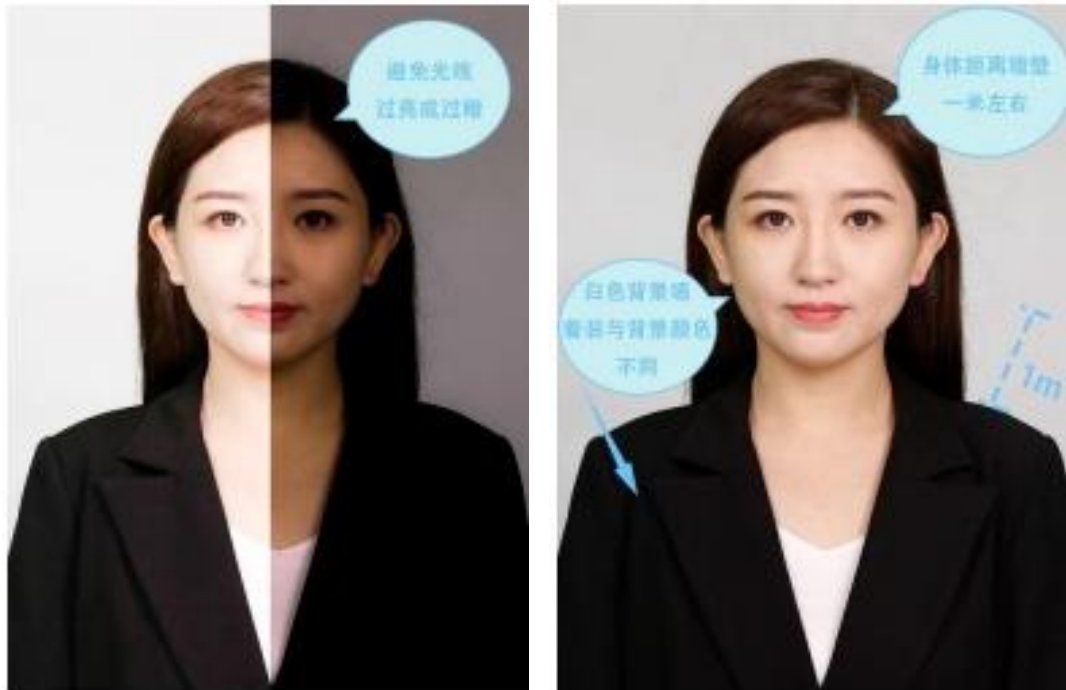
1. Clothing. Wear plain, formal attire with a collar. Choose a color that contrasts with the background. Do not wear blue to prevent blending with the blue background. Avoid bulky clothing or busy patterns. Sleeveless tops, low-cut shirts, or unusual outfits are not suitable.



2. No makeup or retouching. Go for a natural look without heavy makeup or beauty filters to ensure the photo passes verification. Do not wear accessories like hats, colored contact lenses, earrings, or necklaces. If you wear glasses regularly, wear clear lenses and avoid reflections that block your eyes (It's best to remove glasses for the photo).



3. Location and Lighting. Take the photo in a well-lit indoor space to avoid shadows or uneven lighting on your face. Use a clean, white wall as the background and keep about 1 meter away from it.



4. Posture and Expression. Keep your ears and forehead visible, facing the camera straight on. Make sure your shoulders are level, with a natural expression and your lips gently closed. Use the rear camera to take a half-body photo from the chest up.



(II) “易拍照” (Easy Photo Capture) Process Using the CHSI Image Collection Code

Starting January 1, 2023, students whose CHSI (China Higher Education Student Information website) records show an “预计毕业时间” (Expected Graduation Date) within 1 year can use the Easy Photo Capture mode with their CHSI Image Collection Code.

Step 1: Get your CHSI image collection code

If your expected graduation date is within 1 year, you can get your CHSI Image Collection Code through the CHSI WeChat account (see Attachment 1 for details). Here’s how:

1. Open WeChat, search for the official account of “学信网” (CHSI), and tap its icon to enter. If you’re visiting for the first time, tap “关注” (Follow), then tap “发消息” (Message) to enter the account.
2. Go to “登录学信档案” (Log in to CHSI Archive)→“学籍学历”(Student Record and Qualifications)→“学籍信息”(Student Record).
3. Tap “获取图像采集码” (Get Image Collection Code) at the top of the screen, then tap “保存图片” (Save Image) to download the code to your photo gallery.
4. If your personal details on the Image Collection Code are incorrect, please send an email to: due@hit.edu.cn to report the issue.

Step 2: Use “Easy Photo Capture” to Submit Your Photo

Use WeChat to search for the “易拍照” (Easy Photo Capture) mini-program or scan the QR code (see Attachment 2 for details). For any questions, you can contact customer service at 4009962266 between 9:00 and 20:00. Follow these steps:

1. Scan the QR code and log in. Enter your university name: 哈尔滨工业大学（研究生） (Harbin Institute of Technology [Postgraduate]) to confirm eligibility for photo capture.
2. Use the system to scan your CHSI Image Collection Code, input the last four digits of your ID number, and click “进入采集” (Start Capture). Pay the required fee to proceed.
3. Review your personal information on the photo standardization page. Make sure you’re satisfied with the image before submitting it for approval.
4. The manual review process usually takes about 2 working days. If you need to make changes, contact customer service before the review is complete.



"Easy Phot Capture" QR code



"Easy Photo Capture" Customer Service Page