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**Eastern Cape**

Nelson Mandela Bay  
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# Varsity College Graduation Portal Profile Creation Guidelines

Congratulations on your graduation! We're excited to create a memorable grad book for the Class of 2023. To ensure consistency and appropriateness, please follow these guidelines when populating your profile on the graduation portal:

## 1. Profile Picture:

- Dimensions: 400x400 pixels.
- Format: JPEG or PNG.
- Ensure the picture is clear and identifiable.
- Avoid group photos or heavily edited images.

## 2. Slider Images (Up to 5):

- Dimensions: 380x280 pixels.
- Format: JPEG or PNG.
- Choose high-resolution images that represent your fondest memories.
- Avoid blurry or pixelated images.

## 3. Image Resizing Tool:

We recommend using [ResizePixel](#), a free online tool, to resize your images without compromising quality. Simply upload your images, enter the desired dimensions, and download the resized version.



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Varsity  
College

**Directors:** RJ Douglas (UK), JDR Oesch, MD Aitken, SCD Lurie **Group Company Secretary:** CB Crouse

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#### **4. Video:**

- Maximum file size: 8MB.
- Format: MP4.
- Keep the video under 2 minutes.
- Content should be appropriate and relevant to your graduation experience.

#### **5. Quote:**

- Select a meaningful quote that reflects your journey or values.
- Avoid quotes with profanity, offensive language, or inappropriate content.
- Provide proper attribution if the quote is not your original creation.
- Respect copyright laws by attributing quotes to their original authors if applicable.

#### **6. Fondest Memories:**

- Write a short blurb (100-200 words) about your fondest memories or someone who inspired you during your time at The IIE Varsity College.
- Keep it positive, respectful, and relevant to your academic and personal experiences.
- Avoid mentioning specific individuals in a negative light.
- Avoid including personal contact information or sensitive details.

#### **7. Review and Approval Process:**

- Upon completing your profile, it will be submitted for review.
- Our team will review your profile to ensure it meets the guidelines.
- Profiles that adhere to the guidelines will be approved and published on the portal.
- Profiles that do not meet the guidelines will not be published.

Thank you for your cooperation in following these guidelines. We look forward to showcasing your achievements and celebrating your graduation on your portal! If you have any questions or concerns, please don't hesitate to contact your campus at [alumni@varsitycollege.co.za](mailto:alumni@varsitycollege.co.za)