



# NC A&T PROFESSIONAL HEADSHOT

**GUIDE**

2026



# WHAT IS A PROFESSIONAL HEADSHOT?

A professional headshot is a photograph that focuses primarily on a person's head and shoulders. Designed to present a polished and trustworthy image of the individual, often with a neutral expression and simple background.

**To maintain NC A&T brand consistency, avoid use of non-university captured headshots. This also includes AI generated images.**



# HOW CAN I USE MY NC A&T HEADSHOT?

Your University Headshot may be used for the following professional use:

- NC A&T Webpages
- NC A&T Social Media Profiles
- NC A&T ONE ID
- Faculty/Staff Bio Pages
- Presentations
- Awards
- Resumes
- Conference Badges



# WHEN CAN I SCHEDULE MY NC A&T HEADSHOT?

University-wide head shot sessions will be offered each Fall & Spring Semester.

No Show Appointments will be deferred to the next available campus-wide headshot session.

All employees and staff are limited to ONE University Headshot each academic school year.



# HOW TO PREPARE?

Keep hair and makeup simple

- Classic and natural looks photograph best
- Choose a hairstyle that feels comfortable
- Hair and face should be shaved and moisturized

Professional Attire

- Keep colors simple and solid
- Avoid glitter, sparkly, or patterned clothing
- Clothing should be neat, fitted, and pressed

Accessories

- Minimal and simple jewelry
- Avoid large and flashy necklaces and earrings



# HOW WILL MY HEADSHOT BE EDITED?

Your NC A&T headshot will receive light retouch editing to maintain university brand consistency, professionalism, and a natural look.



# HOW WILL I RECEIVE MY HEADSHOT?

Your NC A&T Headshot will be emailed to your ncat.edu email for download within 2 weeks.

Please save the file to your computer for easy access and use.

