

## **FORMAT REQUIRED FOR THE UPLOAD OF WTF GMS MEMBER'S REQUIRED DOCUMENTS**

**Please read the below instructions carefully first before uploading your documents online to ensure they are correctly formatted and you are uploading the correct documents.**

### **1. Colour Potrait ID picture with white background for Global Membership card**

As the WTF Global Membership card will be used to verify athlete's at tournaments, the quality and size of the picture is **very important** and photos that do not meet the criteria below will be rejected online.

Please refer to this [LINK](#) for instructions on format required for WTF GMS ID picture

7. A sample of the correct and incorrect ID picture can be seen below as Appendix A.

**NB: To check whether your photos meet the above criteria or not, you can right click on the photo and go to properties to ensure the image is in the correct quality (300dpi) and size (236 x 295 pixels) as shown below in Appendix A.**

If the ID picture is too big in size, the online system will automatically detect this and bring up a cropping tool which you can highlight the head and neck of the athlete and double click on the photo. The cropped image must include the full head of the athlete to be approved. If it does not then you must first resize and/or crop your picture in an appropriate program. The online cropping tool will not be useful for images that are too small or not in good quality.

### **2. Passport or National ID card with athletes photo page and signature (Passport only)**

The following criteria must be met before uploading any passport or National ID copies for your athletes.

1. If scanning the passport/National ID, it must be cropped after it has been scanned so only the image you are uploading is the saved passport/National ID.
2. The passport/National ID image must be saved as an individual JPEG format or PDF document.
3. The name of the passport/National ID image file must be saved as the name of the passport holder and the word passport e.g. Jack Morlan passport or Jack Morlan National ID.
4. The passport/National ID should show the photo page and the signature page (Passport only) and must be saved as one file.
5. A sample of the Passport and National ID required can be seen below as Appendix B.

**NB: Passport copy is required to compete in all WTF Promoted Championships and therefore passport is recommended to be uploaded. National ID should only be uploaded if member does NOT HOLD a Passport.**

### **3. Kukkiwon Dan/Poom certificate or card OR Gup Certificate/card**

The following criteria must be met before uploading any Kukkiwon Dan or Poom certificates/cards copies or Gup certificates/cards for your athletes.

1. If scanning the Kukkiwon or Gup certificate/card, it should be cropped after it has been scanned so the only image you are saving is the Kukkiwon or Gup certificate/card
2. The Kukkiwon/National certificate/card image must be saved as an individual JPEG format.
3. The name of the image file must be saved as the name of the Kukkiwon or Gup certificate/card holder and the word kkw or gup e.g. Jack Morlan kkw or Jack Morlan gup.
4. Regarding Kukkiwon you can provide either the old or new Kukkiwon Dan certificate, the Kukkiwon Dan card or a confirmation letter from Kukkiwon. You only need to provide only ONE of these formats.
5. **A sample of the 4 available options that can be received for the Kukkiwon Dan or Poom Certificate/card can be seen below as Appendix C1, 2,3 and 4.**

**NB: Kukkiwon certificate/card copy is required to compete in all WTF Promoted Championships and therefore is highly recommended to be uploaded online. GUEP certificate is optional and should only be uploaded if member does NOT HOLD a Kukkiwon Dan certificate.**

### **4. Signed Licence application form**

The signed licence application form must be completed by all minors as determined by the individual country regulations and uploaded online on the WTF GMS. Please click on link below to access a copy of the signed form which must be printed, filled in, scanned and uploaded online.

#### **[SIGNED LICENCE APPLICATION FORM](#)**

1. The signed licence form must be saved as an individual PDF document.
2. The name of the PDF file must be saved as the name of the applicant and the word application form e.g. Jack Morlan application form

**Appendix A - Sample ID picture required**



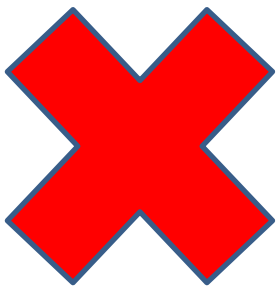
3.5w x 4.5l Properties

General Security Details Previous Versions

Property	Value
Comments	
Origin	
Authors	
Date taken	11/09/2010 09:52
Program name	Adobe Photoshop CS3 Win...
Date acquired	
Copyright	
Image	
Image ID	
Dimensions	236 x 295
Width	236 pixels
Height	295 pixels
Horizontal resolution	300 dpi
Vertical resolution	300 dpi
Bit depth	24
Compression	
Resolution unit	
Color representation	

[Remove Properties and Personal Information](#)

OK Cancel Apply



too small photo Properties

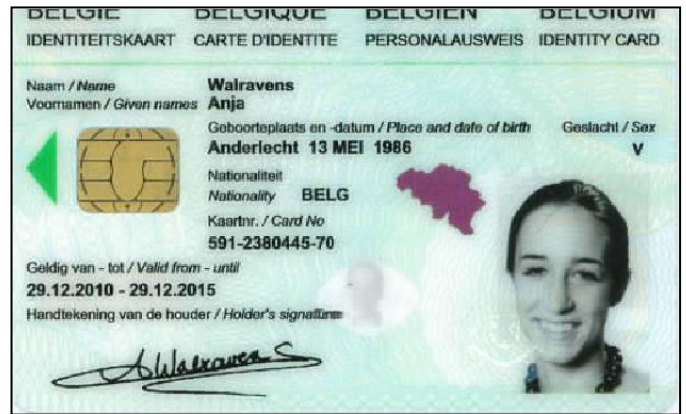
General Security Details Previous Versions

Property	Value
Comments	
Origin	
Authors	justintenbeth
Date taken	15/01/2011 19:35
Program name	
Date acquired	
Copyright	
Image	
Image ID	
Dimensions	86 x 104
Width	86 pixels
Height	104 pixels
Horizontal resolution	96 dpi
Vertical resolution	96 dpi
Bit depth	24
Compression	
Resolution unit	
Color representation	

[Remove Properties and Personal Information](#)

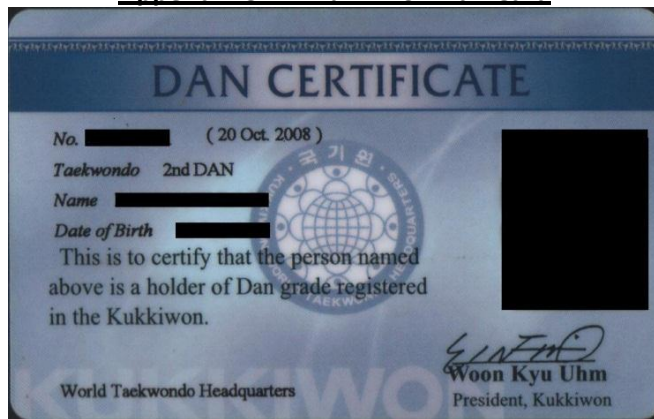
OK Cancel Apply

**Appendix B1- Sample Passport required OR Appendix B1- Sample National ID required**

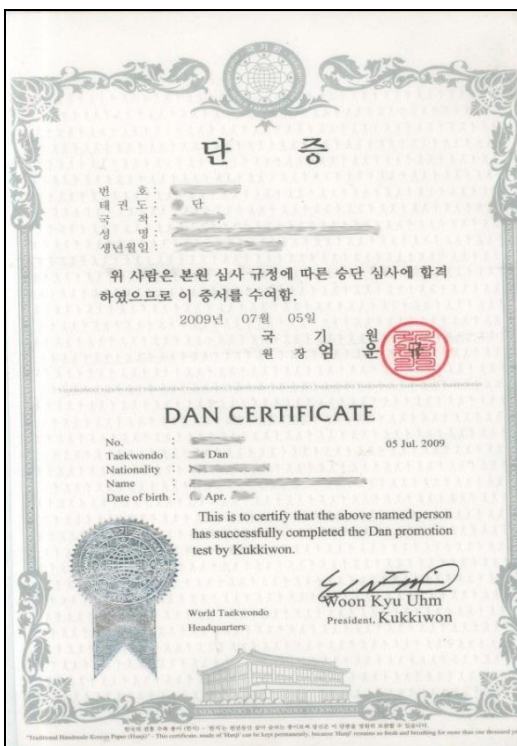


**Appendix C - Sample Kukkiwon Dan Certificate/card/letter required OR National Gup Certificate/Card**

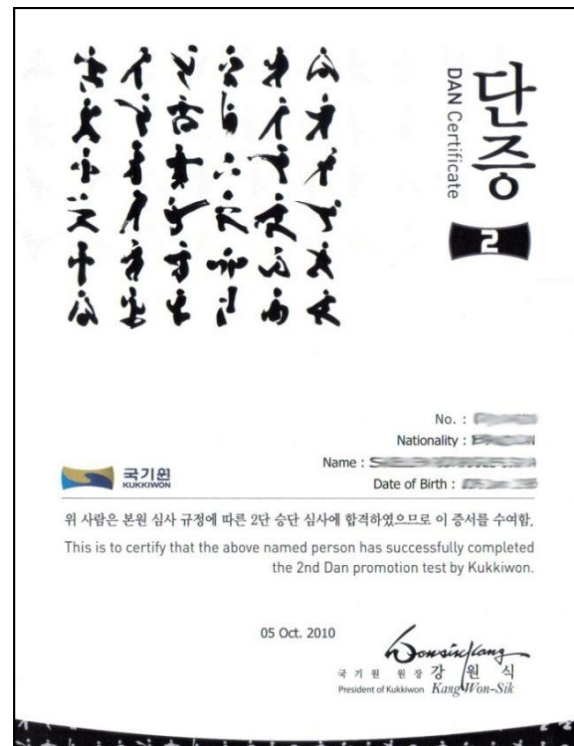
**Appendix C1 – Kukkiwon Dan Card**



**Appendix C2 – Old Kukkiwon Dan Certificate**



**Appendix C3 – New Kukkiwon Dan Certificate**





## Confirmation Letter

October 24, 2011

To whom it may concern.

This confirmation letter is to certify that the below named person is being processed to the KUKKIWON 1st Dan certificate. The issued date of the certificate will be October, 20, 2011.

Nation	Name	D-O-B	Apply
CUBA	[REDACTED]	90.10.07	1st Dan
CUBA	[REDACTED]	87.01.16	1st Dan
CUBA	[REDACTED]	89.07.21	1st Dan
CUBA	[REDACTED]	88.04.17	1st Dan
CUBA	[REDACTED]	87.01.24	1st Dan
CUBA	[REDACTED]	90.09.29	1st Dan
CUBA	[REDACTED]	83.09.16	1st Dan
CUBA	[REDACTED]	89.10.18	1st Dan

If you have any questions, please contact to the KUKKIWON Overseas Strategy Team. Thank you for your positive cooperation.

Sincerely Yours.

A handwritten signature in blue ink, appearing to read "OH, Seong hoon".

OH, Seong hoon

An Acting General Director

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# GEUP - CERTIFICATE

## TAEKWONDO

This certificate is the proof that (name) : \_\_\_\_\_

has successfully succeeded (grade) : \_\_\_\_\_

Trainer: \_\_\_\_\_ (name) \_\_\_\_\_ (signature)

Location: \_\_\_\_\_ Date: \_\_\_\_\_

# INSTRUCTIONS FOR FORMATTING/EDITING WTF GMS PHOTO ID

- The photograph must be a passport-style head shot of the member, suitable for use on the WTF GMS card. The photograph must be **in colour with a white background**.
- The photo should be neatly cropped, not exceeding borders.
- The image MUST be **236x295 in size**. (check photo properties by right clicking on photo)
- The image file must be saved in an **individual JPG** format.
- The image file name must be corresponded to the name of the athlete and the word photo. (Ex : Athlete name 'Tom Cruise', Image file name 'Tom\_Cruise-photo.jpg')

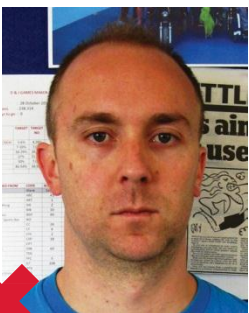
## PHOTO SPECIFICATIONS



No opening the mouth or smiling  
Le sujet ne doit pas ouvrir la bouche ou sourire



No portrait style, face must be square to camera  
Le sujet doit présenter son visage face à l'objectif.  
La tête doit être droite



Background not plain light grey or cream  
Le fond doit être uni gris clair ou crème



Hats are not permitted  
Les chapeaux ne sont pas autorisés



Face too small  
Le visage est trop petit



Hair covering the face is not permitted  
Le visage ne doit pas être caché par les cheveux



Dark glasses are not permitted  
Les verres teintés sont interdits



The spectacles cover the eyes  
Les lunettes masquent les yeux



The photograph contains more than one person  
La photo contient plus d'un visage



The image is poor quality and blurred  
La photo est floue et de mauvaise qualité



Incorrect colouring of photograph  
Les couleurs de la photo n'apparaissent pas clairement

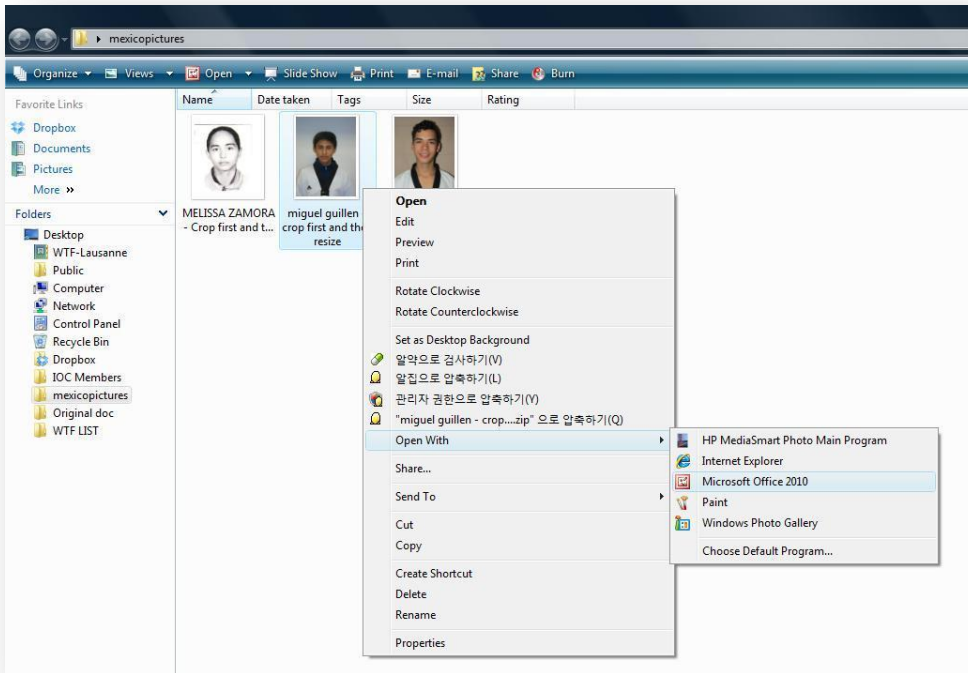


Subject too close  
Le sujet est trop prêt

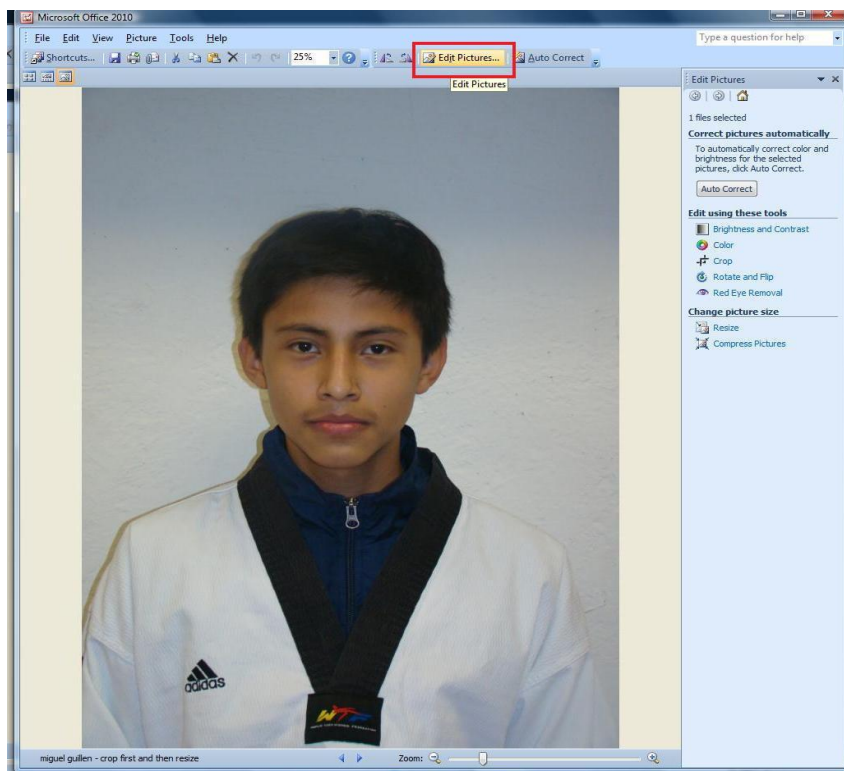
# INSTRUCTIONS FOR CROPING AND/OR RESIZING ID PICTURES

## Option 1. Crop & Resize: 'Width and/or Height' is over 236 x 295 pixels

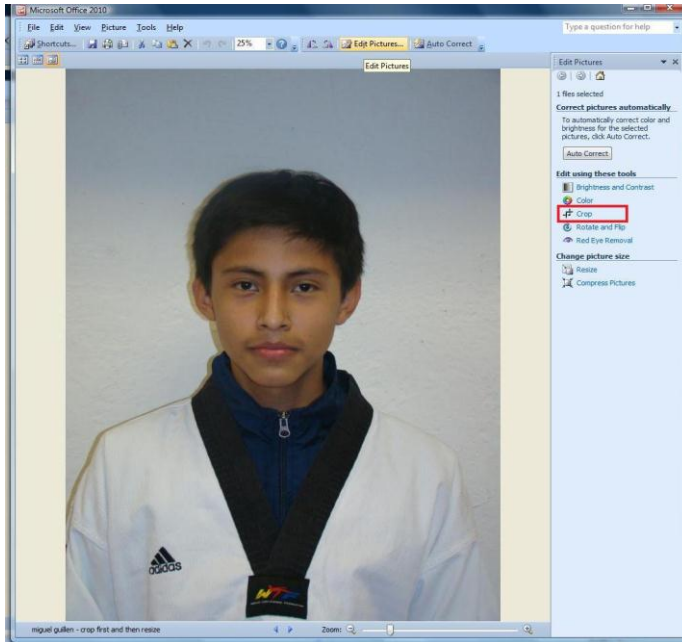
- 1) Click on the right mouse button and Choose 'Open with' then Click on 'Microsoft Office'.



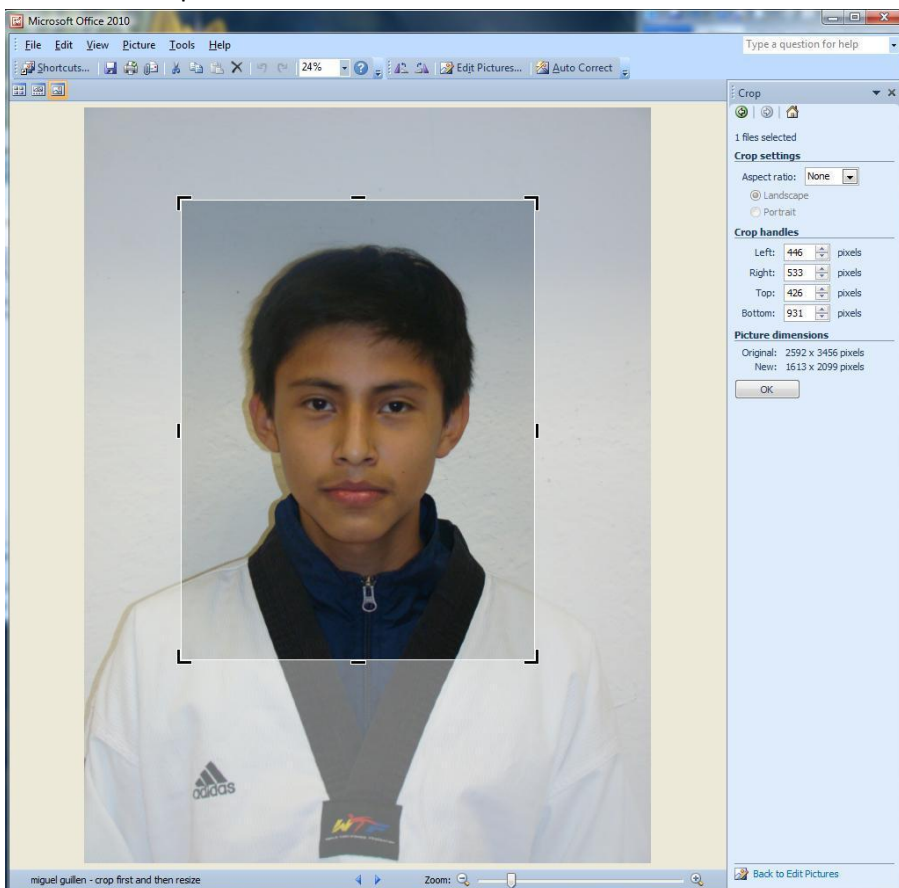
- 2) Click on 'Edit Pictures'.



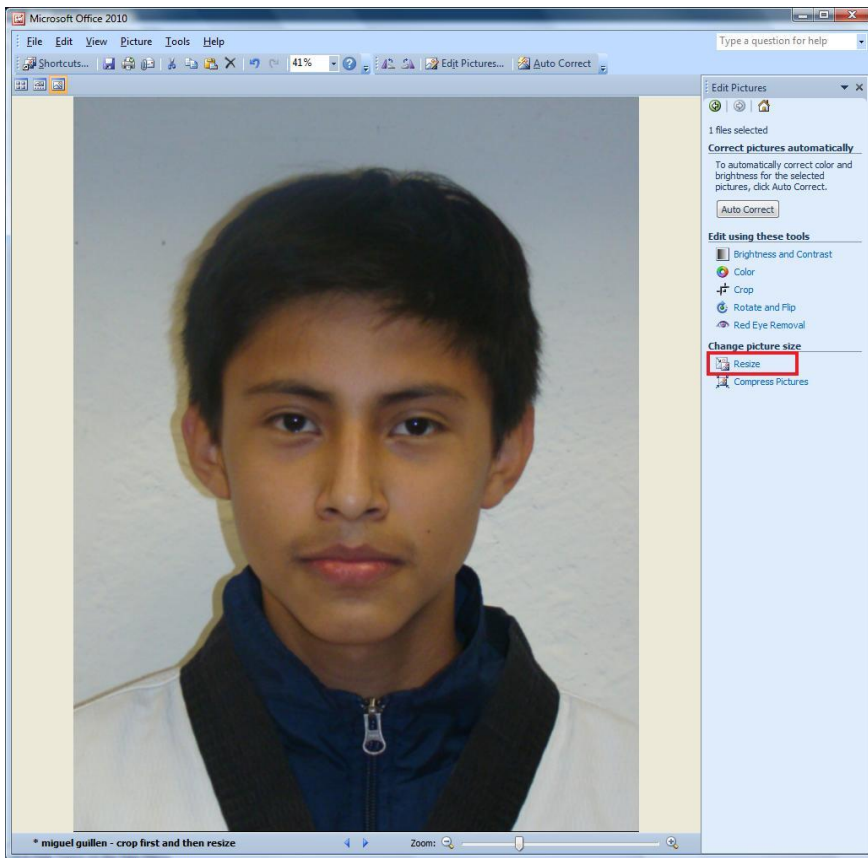
3) Click on 'Crop' button.



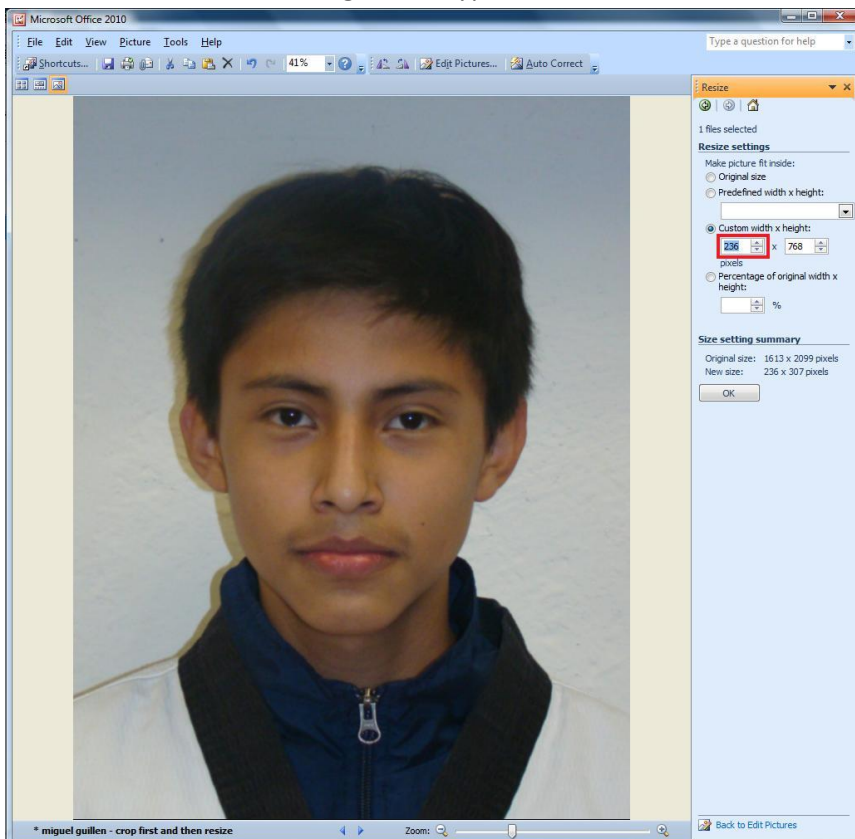
4) Cut out extra space then Click on 'OK' button.



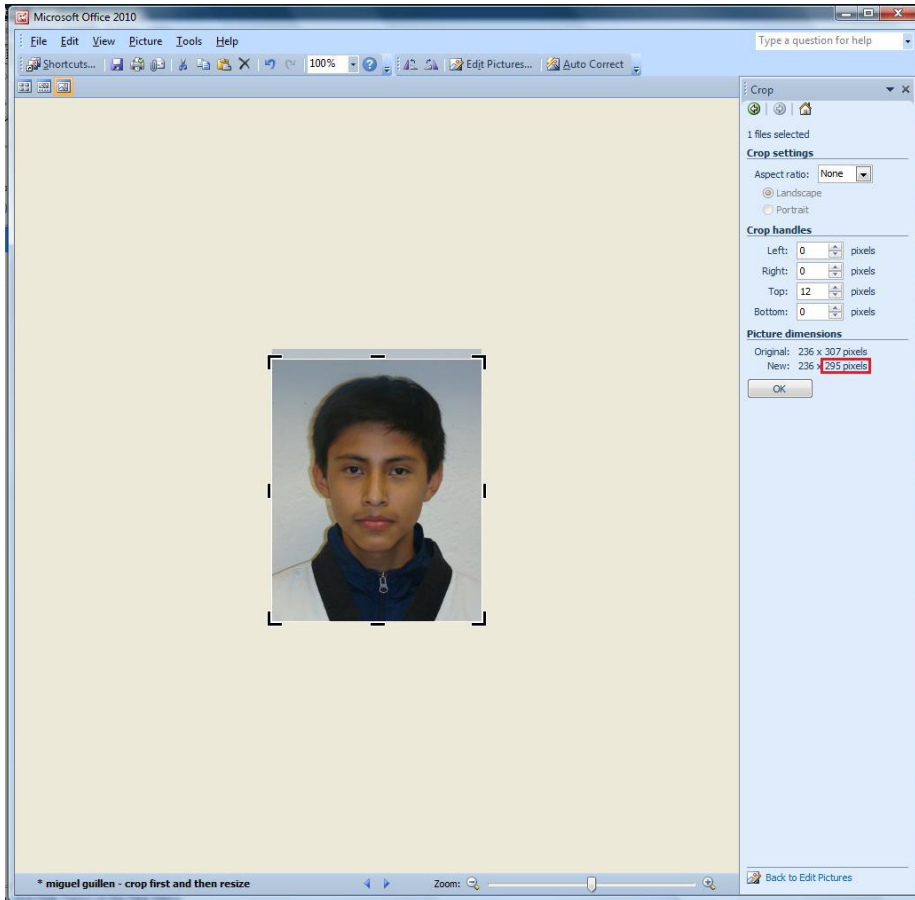
5) Click on 'Edit Pictures' and Click on 'Resize button'.



6) Choose 'Custom width x height' and type '236' on the blank for width.



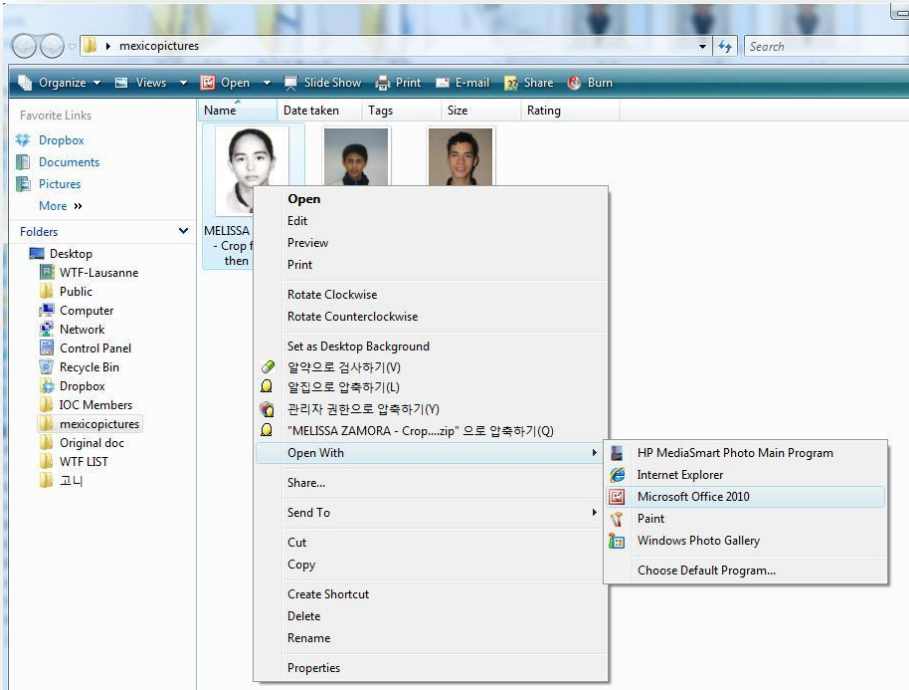
- 7) Click on OK button then their **'New size'** will be changed.
- 8) Go back to Crop section.
- 9) Cut out space to fit in **'236 x 295'** then Click on **'OK'** button.



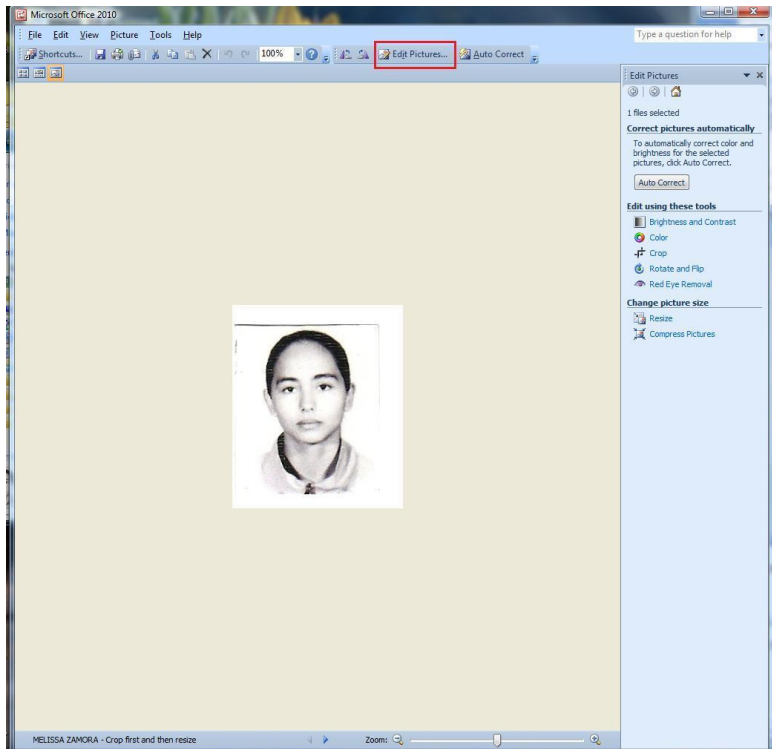
- 10) Then Save it.

**Option 2. Crop & Resize: 'Width and/or Height' is less than 236 x 295 pixels**

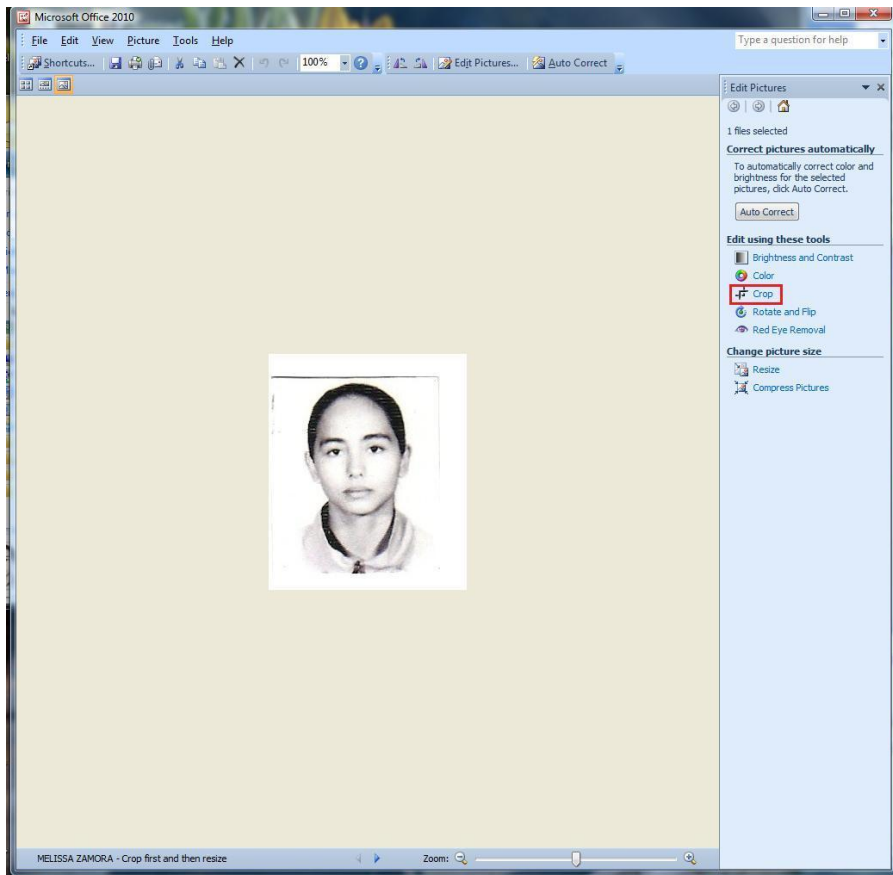
1) Click on the right mouse button and Choose **'Open with'** then Click on **'Microsoft Office'**.



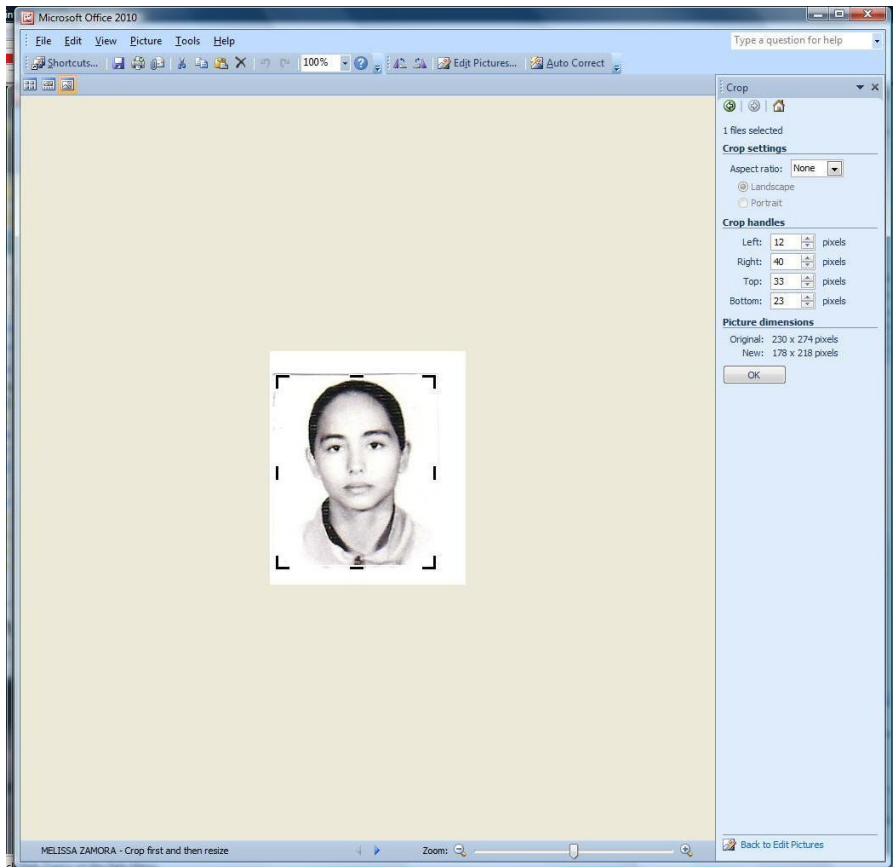
2) Click on **'Edit Pictures'**.



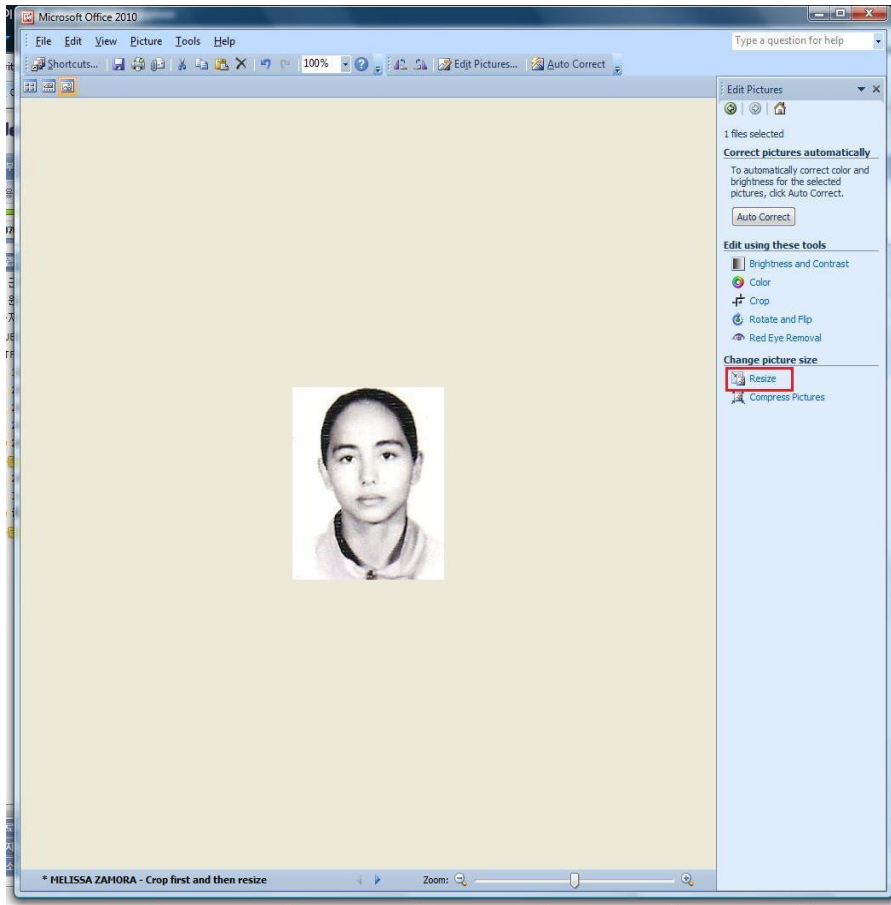
3) Click on 'Crop' button.



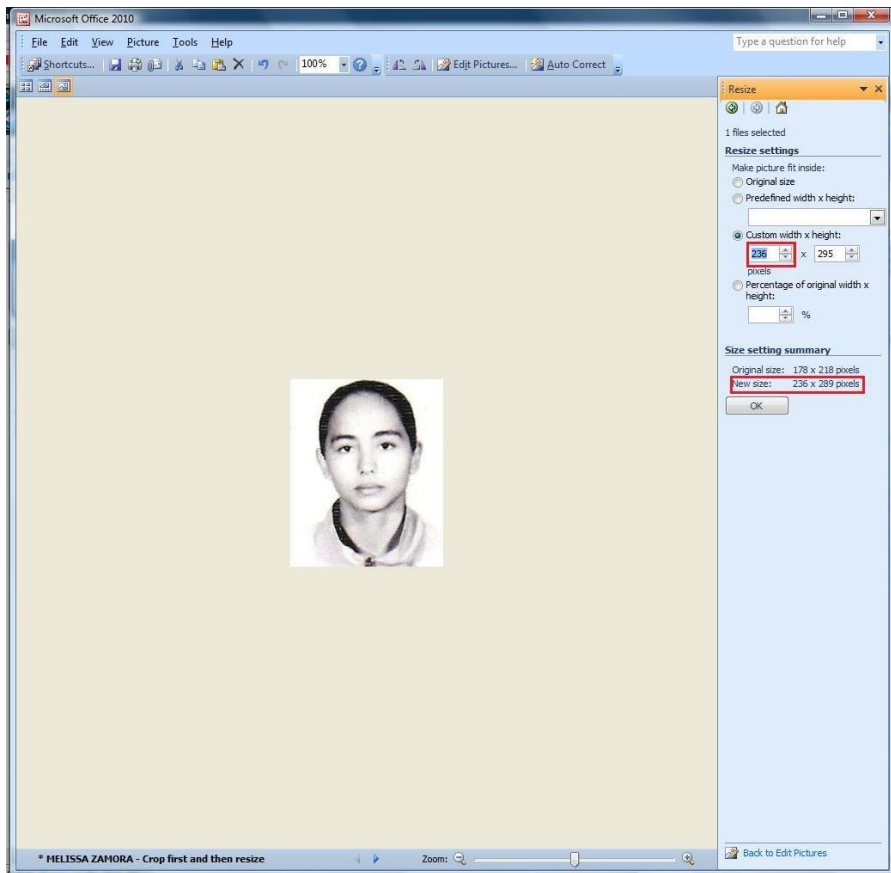
4) Cut out extra space then Click on 'OK' button.



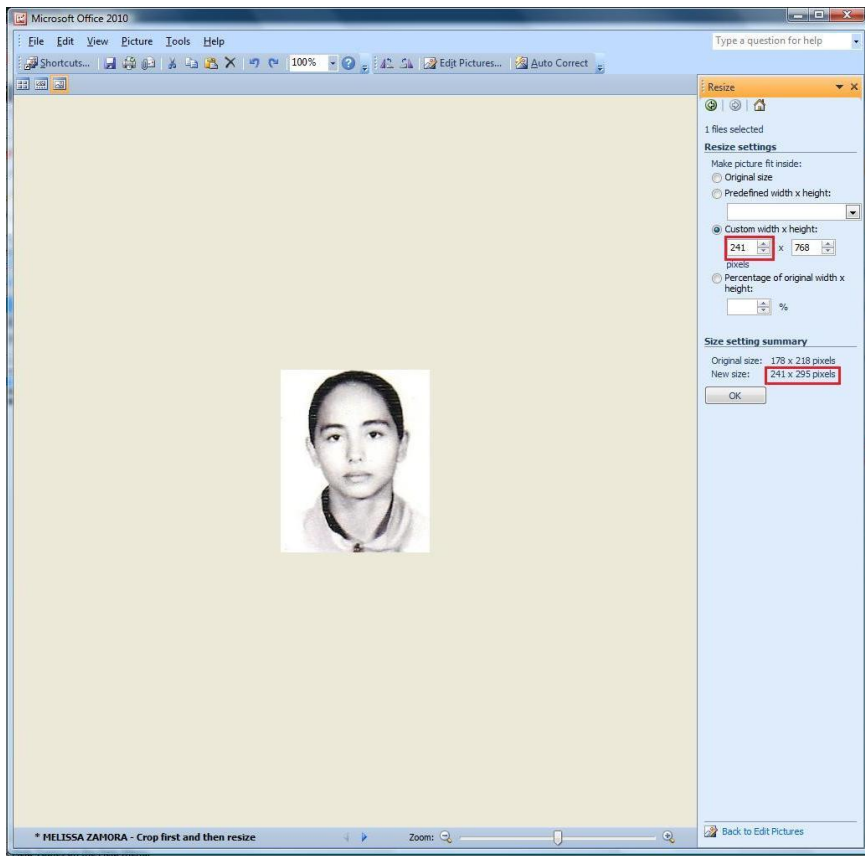
5) Click on 'Edit Pictures' and Click on 'Resize button'.



6) Choose 'Custom width x height' and type '236' on the blank for width.

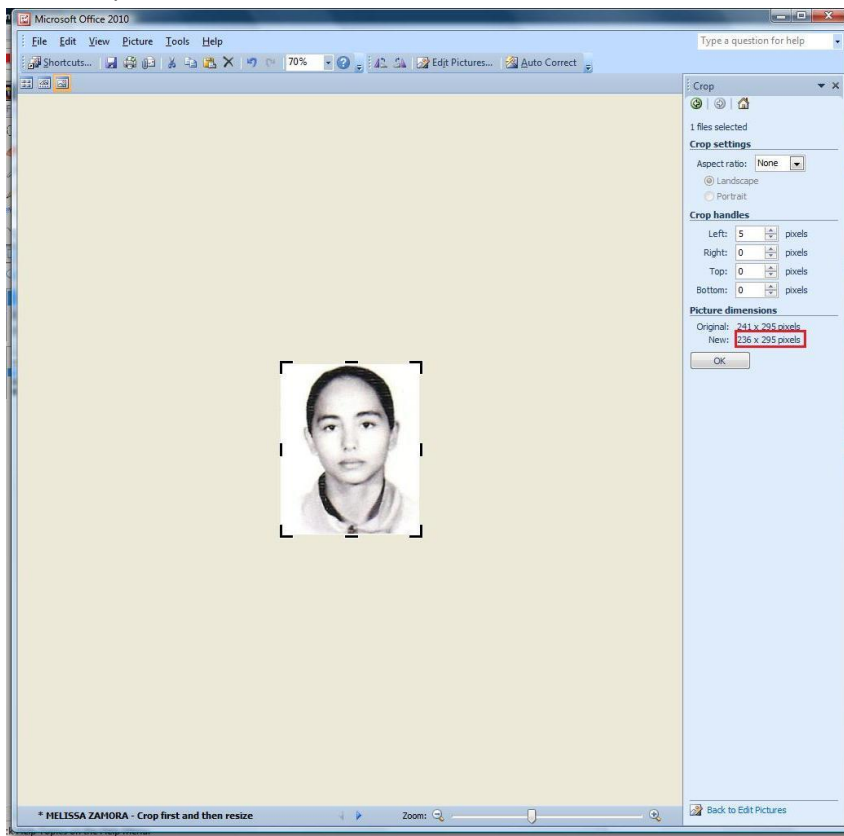


7) If the height is changed to less than '295', put a number greater than '236' on the width blank.



8) Go back to 'Crop' section.

9) Cut out space to fit in '236 x 295' then Click on 'OK' button.



10) Then Save it.

## **WTF GLOBAL ATHLETE LICENCE MANDATE**

Starting from **January 1<sup>st</sup> 2013** the WTF Global Athlete Licence (GAL) will be required for all athletes (juniors and seniors, Kyorugi and Poomsae) participating in WTF Promoted and Sanctioned championships (excluding the WTF Para-taekwondo championships and multi-games events) as listed in Article 4, 1.4 of the WTF Competition Rules.

The WTF Global Athlete is also required for most WTF Continental Unions tournaments. Please see below the WTF Continental Unions tournaments where the WTF GAL has being mandated.

### **EUROPEAN TAEKWONDO UNION (ETU)**

All Senior, Junior and Cadet age categories athletes to compete and/or participate at the following events and activities as of 1<sup>st</sup> January 2013:

1. ETU (Men's and Women's) European Senior Taekwondo Championships;
2. ETU European Taekwondo Team Championships;
3. ETU European Taekwondo 16-21 Championships;
4. ETU European Taekwondo Junior Championships;
5. ETU European Taekwondo Cadet Championships;
6. ETU European Taekwondo Poomsae Championships;
7. ETU European taekwondo Para-Taekwondo Championships;
8. ETU European taekwondo Club Taekwondo Championships;
9. All other ETU sanctioned events and activities as shown on the ETU Events Calendar online;
10. All international events recognized by the ETU Member National Associations

### **PAN-AMERICAN TAEKWONDO UNION (PATU)**

All participants (athletes) of PATU official and sponsored events listed below will be required to have a **valid WTF Global Athlete Licence (GAL) card** to be eligible to compete and participate.

1. The Pan American (Men's & Women's) Taekwondo Championships.
2. The Pan American Junior Taekwondo Championships.
3. The Pan American Poomsae Championships.
4. The Pan American Junior Poomsae Championships.
5. The Pan American Para-Taekwondo Championships.
6. The Pan Am Open International Taekwondo championships.
7. The Pan American Cup International Taekwondo Team Championships.
8. Pan American Continental Qualification Tournament for Olympic Games
9. PATU qualification tournaments for Pan Am Games
10. The Pan American University Taekwondo Championships.
11. All other events sanctioned by PATU

### **ASIAN TAEKWONDO UNION (ATU)**

ATU decided to apply the WTF Global License (GAL) in all tournaments sponsored by ATU starting from January 2013. The following tournaments are sponsored by ATU.

1. Asian Junior Taekwondo Poomsae Championships
2. Asian Junior Taekwondo Championships
3. Asian Taekwondo Poomsae Championships
4. Asian Taekwondo Championships
5. Asian Clubs Taekwondo Championships
6. Bahrain Open
7. Fajr Open (Iran)
8. West Asian Taekwondo Championships

### **AFRICAN TAEKWONDO UNION (AFTU)**

AFTU decided to apply the WTF Global License (GAL) in all tournaments sponsored by AFTU starting from January 2013. The following tournaments are sponsored by AFTU

1. African Taekwondo Junior Championships.
2. African Taekwondo Senior Championships
3. African Taekwondo Cup (Team version)
4. African Taekwondo Poomsae Championships

### **OCEANIA TAEKWONDO UNION (OTU)**

We advise that the WTF GAL is compulsory in the Oceania region for the following OTU sanctioned events as of 2013:

1. Oceania championships
2. Australian Open

Any other event to be considered an official event of the WTF or Continental Unions added in the future would be added to the list of WTF GAL required tournaments.