Guide for Uploading of Supporting Documents

The following Step-by-Step guide serves to assist students to upload their supporting documents successfully to our portal.

Please ensure that you follow the steps provided closely for us to receive your files successfully.

Step 1: Preparing Your Documents

Write your **Name** and **Application number** on the top right hand corner of every document.

Ensure all documents are **A4** in size

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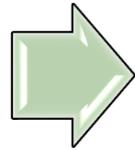
Complete the **Application Checklist** which can be downloaded from the website

→
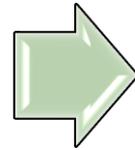
Place the Application Checklist on top of the other supporting documents and scan each document into **JPEG/PDF format, 100dpi and Black & White version**

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Compress and zip the folder into a single **File (.Zip)**. Ensure that your .Zip File is no larger than **2MB (2048KB)**

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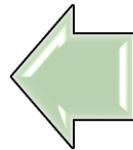
Save all scanned documents into 1 single folder. Name the folder in this format: **<Application Number>_<Full Name>**

(e.g. 86xxxxxx_John Keller)

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Name each scanned document in this format: **<Application Number>_<Document Type>**

(e.g. 86xxxxxx_High School results)

Step 2: Uploading Your .Zip File online

Log in to the Online Application Status Facility and click on the 'Online Submission of Supporting Document' option

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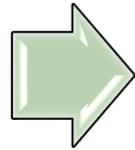
Go to the 'File to Upload' option and click on the 'Browse' button

→
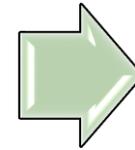
Select the .Zip File to be uploaded and click 'Open'.

The name of the .Zip File should appear on the right side of the 'Browse' button

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If you are uploading new documents after the first successful submission, DO NOT re-upload the previous set of documents as **multiple submission will delay the processing of your application**

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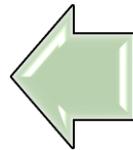
If your file is successfully uploaded, the following message will appear on your screen:

"File is successfully uploaded"

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Click 'Upload' to start uploading your .Zip File

Step 3: Uploading of New .Zip File (optional)

If you need to upload a <u>new</u> .Zip file, click "**Remove**" button at the 'Uploaded File Found' page.

Note that previous set of .Zip file will be removed to make space for new documents
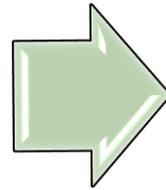
Repeat Step 2 to upload the new .Zip file.

Note:
- If you are attempting to upload a new .Zip File after successfully uploading your .Zip File at 1st attempt, please allow an interval of at least 12 hours before you upload the new .Zip File. This is to allow your previous upload to be downloaded by the University.

- It is highly advisable that you upload <u>all</u> the required documents <u>only once during your 1st attempt</u> as multiple uploads will slow down the processing of your application.

- All .Zip files that are successfully uploaded to our facility will be updated via the online status enquiry, within 5-7 working days from the day of upload.

Notes:

Converting Paper Documents into Electronic Files before Compressing into .Zip File

- Use a scanner to convert a paper document into an electronic file.
- Scan the documents and save them in JPEG/PDF (.jpeg or .jpg) format in A4 size.
- Ensure that your file name does not contain any special characters [accents, tildes, symbols, etc. (e.g., è, é, ñ, &, *, #)] and non-English characters or digital signatures in the body of your essay as this may cause conversion errors

Reducing File Size of Scanned Documents

- Please refer to your scanner's software documentation for ways to reduce file size.
  You may also try the following:-
    - Lower the resolution when initially scanning your document (the lower the resolution, the smaller the file size)
    - Remove unnecessary colors. Whenever possible, save the picture in black and white.
    - Reduce the height and the width of the image.
    - Save the image in a high compression picture format such as jpeg. You can do this by choosing "**Save As**" and selecting the "**.jpg**" extension as the file type.
    - Many image editing programs can further reduce the overall size of your images. Please refer to the documentation that came with your software for detailed instructions.

How to compress and zip a folder/file

- For Window's instructions on how to compress a file into a Zip File, please visit http://windows.microsoft.com/en-SG/windows-vista/Compress-and-uncompress-files-zip-files
- For Mac's instruction on how to compress a file into a Zip File, please visit http://www.apple.com/pro/tips/zip.html