

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.



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** without file encryption.



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

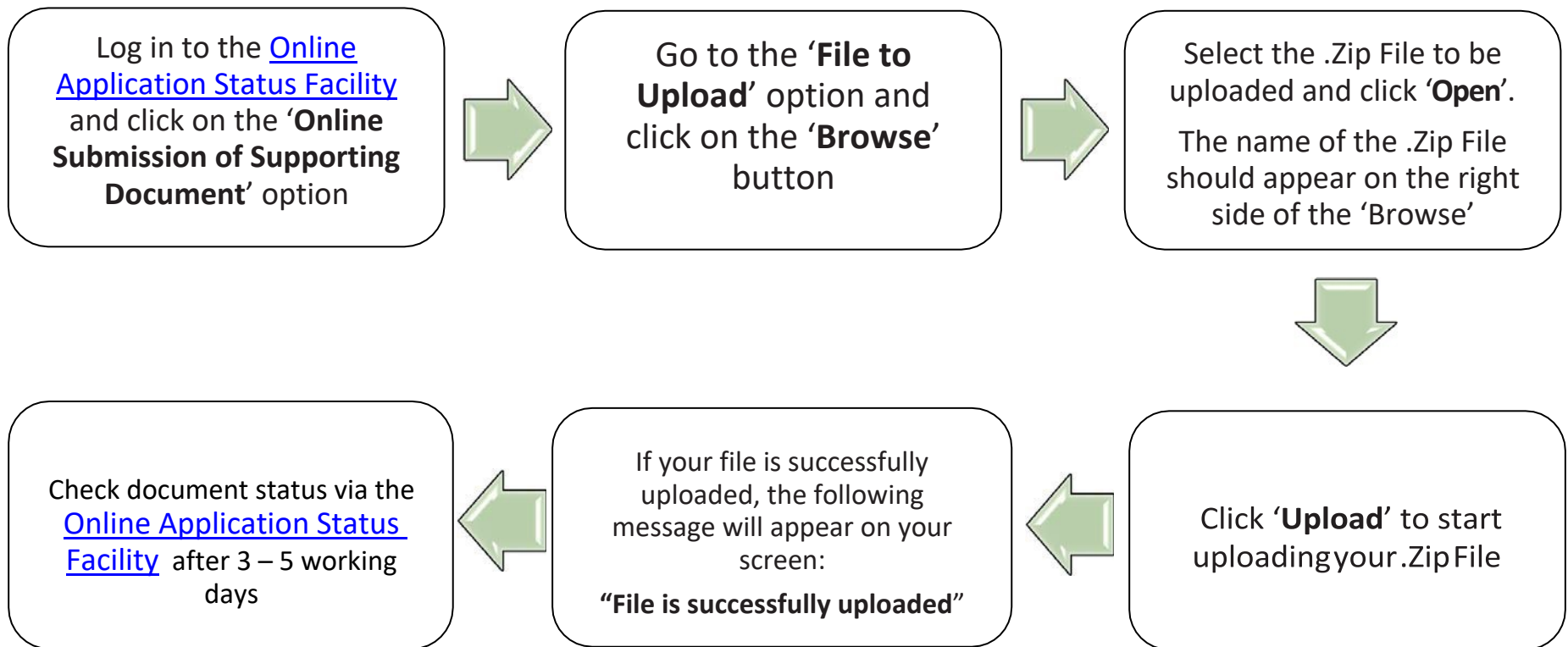


Save all scanned documents into 1 single folder. Name the folder in this format:
<Application Number>_<Full Name>
(e.g. xxxxxxxx_John Keller)

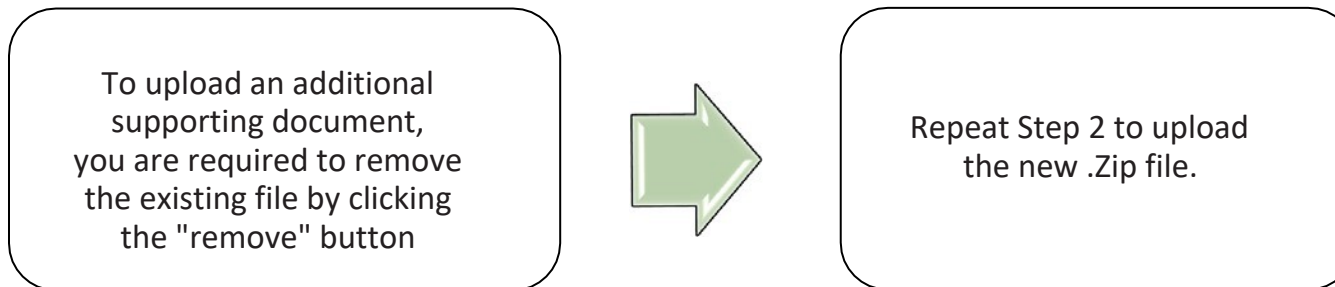


Name each scanned document in this format:
<Application Number>_<Document Type>
(e.g. xxxxxxxx_High School results)

Step 2: Uploading Your .Zip File online



Step 3: Uploading of Additional Document



Notes:

- If you are attempting to upload a new .Zip File after successfully uploading your .Zip File at your 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 all the required documents only once during your 1st attempt 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 3-5 working days from the day of upload.

How to compress and zip a folder / file

- For Window's instructions on how to compress a file into a Zip File, please visit <https://support.microsoft.com/en-sg/help/14200/windows-compress-uncompress-zip-files>
- For Mac's instruction on how to compress a file into a Zip File, please visit <http://www.macinstruct.com/node/159>.