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. xxxxxxxxx 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



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'



Check document status via the
Online Application Status
Facility after 3 – 5 working
days



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

"File is successfully uploaded"



Click '**Upload**' to start uploadingyour.ZipFile

Step 3: Uploading of Additional Document

To upload an additional supporting document, you are required to remove the existing file by clicking the "remove" button



Repeat Step 2 to upload the new .Zip file.

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 <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 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/ensg/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.