

# Instructions for uploading your required documents and forms

OSAP Application for Full-Time Students

## How to scan a document to create a PDF file

You must scan each of your required documents separately.

To maintain the best possible document quality, use the following settings (or equivalent) during the scanning process:

- Scan your document as a black and white document, even if the document is in colour.
- Select a text style option rather than a photo or picture option.
- If you have a “dpi” (dots per inch) option, set it to 150 or 200. Otherwise, use the smallest size option to create the file.

Make sure your scanned document is clear and easy to read before saving it as a PDF (.pdf) file format.

## Steps to upload a document

**Step 1:** Scan the required document corresponding to the upload link and create a PDF file.

**Step 2:** Click on the **Upload** button corresponding to that document.

**Step 3:** Locate your pdf file using the “browse” button.

**Step 4:** Select the file and click on “open”.

You will get a message confirming if your document was accepted for upload purposes.

Repeat the process for each required document.

Note:

- You can only upload a file that is a PDF format.
- You cannot upload a file that is password protected.
- PDF file should not be larger than 2MB. The exception is declaration and signature pages, which can be up to 5MB.

## Declaration and signature pages

- You must upload all 4 pages of the declarations, including page 1 and 2 that are not signed.
- Use dark blue or black ink when signing the pages.
- Scan each type of declaration pages separately. For instance, the 4 pages of your signature pages will be a separate file than the declaration and signature pages of your parent(s).
- Each declaration and signature pages file must include all 4 pages.