## 1. Dear Applicants,

Follow the instructions below to attach document scans to your application profile.

You will only be able to attach the documents to your application profile once you have completed registration. You can upload scans or clear and in-focus photos. Recommended file formats include: .pdf, .jpg, .tif, .png. Attachments cannot exceed 20MB in size. Each applicant can upload up to 20 files. Make sure you name your file as follows: name\_surname\_document, e.g. Jane\_Smith\_A-levels.

 Vour login is the UD number.

 Please remember the following data - it will be needed to check the status of your application.

 • Your UID number: 456

 • Your password: d14c36c9

 (you may change it after you log in.)

 Print the form

 Go to the main panel

 Log out

Pokazany numer UID jest przykładowy.

Please make a note of your UID number (system login) and password once your registration is confirmed. Next, select 'Go to main panel'.

З.

2.



Select Applicants personal data in the side bar.

4.



In this section, please select documents which you have uploaded.

	Adding a new doc	sument	
Plik jpg 🗸	Przeglądaj Nie wybrano pliku.		Save
Plik pdf			
Plik png Plik tif			

Before you upload your file, please choose file format from a drop down menu. Then click Browse to open a new window where you can select the file you would like to attach. Make sure you save your file once you have uploaded it. You will be able to see the attached file at the top of the screen.

You can upload documents throughout the entire application period. If you would like to upload your files later, log in via the application website, and then follow the instructions starting at point 2.