



Instructions for creating, signing and uploading your required documents and forms

Financial Assistance

Scanning your documents (PDF format only):

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.

Notes:

- 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.

Sign a PDF via Mobile Device (iOS and Android Mobile) For

iPhone and iPad using iOS Mail

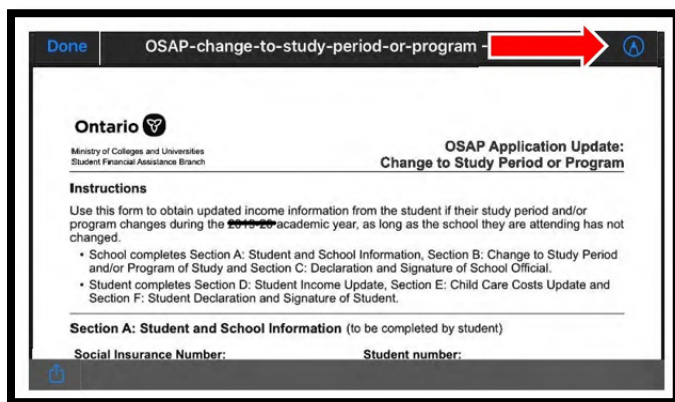
Step 1: Open the iOS Mail.

Step 2: Open the email containing the PDF attachment.

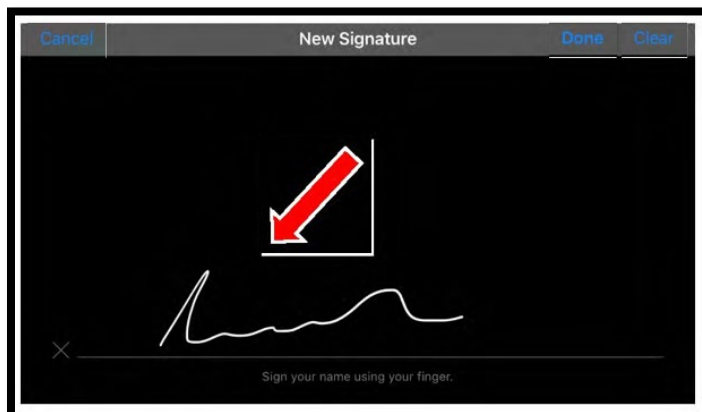
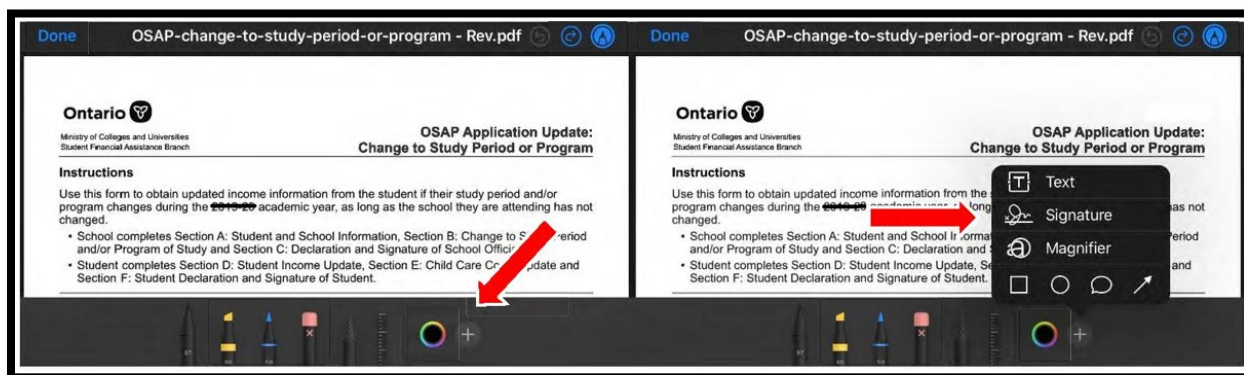
Step 3: Open the attached PDF.

Note: if the PDF is password-protected, contact the sender to acquire the necessary password.

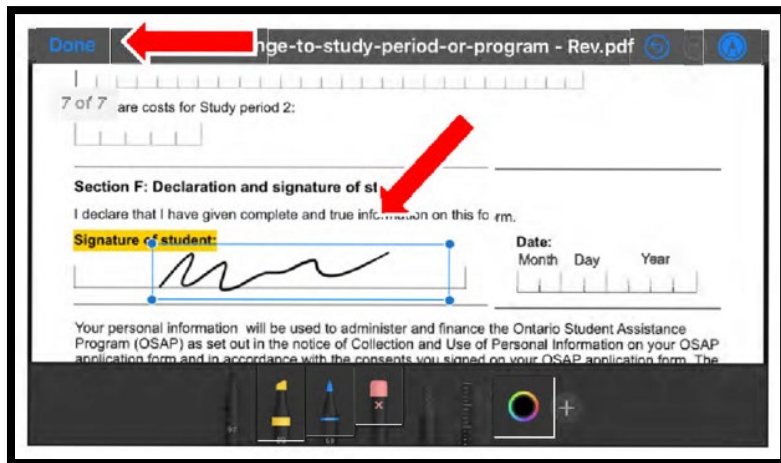
Step 4: Select the markup icon:



Step 5: Add/create a signature or modify the document by tapping the **Signature** button at the bottom-right corner of your screen.



Step 6: Position your signature and select **Done**:



Note: The mail app automatically creates a reply to the email with the signed PDF attached.

Step 7: Enter your response message, if desired.

Step 8: Select **Send**. The signed PDF will be sent to the sender.

For Android and iPhone/iPad using Adobe Acrobat

Step 1: Navigate to the Google Play/app store.

Step 2: Locate and download the app [Adobe Acrobat](#).

Step 3: Open the PDF using **Adobe Acrobat**.

Step 4: Select the **Fill & Sign** button to sign.

Note: You may need to add/create your signature if this is the first time using the app/signing in.