
HOW TO SCAN & UPLOAD DOCUMENTS

ASPSF Scholarship Application

OVERVIEW

Scholarship applicants and ASPSF staff or volunteers can upload electronic copies of supporting documentation to our online scholarship application. If your documents are in paper format, first scan or convert them to an electronic file. It is recommended that you save them in PDF format, which is a more secure and portable format. Most scanners and scanning apps have this capability.

You may attach any of the following file types to our online application: PDF Document (.pdf), Microsoft Word (.docx) or Excel (.xlsx), OpenDocument Format (.odt), Rich Text Format (.rtf), or image (.jpg, .gif, or .png). Your ability to save in one of these formats is dictated by the system, website, or application you're using to scan your document.

STEP 1: SCAN YOUR DOCUMENT AS A PDF

- **Using the camera on your smart phone or tablet:**
 - Install any free scanning app. Recommended apps include Google Drive, CamScanner, and Genius Scan.
 - Using the scanning app, take pictures of each page of the document and save it as a PDF.
 - Save the PDF in a location on your device that's easily accessible.
- **Using your printer or scanner:**
 - Follow the scanner manufacturer's directions to scan each document to your computer or USB drive. Most scanners simply require you to press a Scan button, or open the scanning program on your computer and click a scan command.
 - **Select the PDF file format option before scanning.** Scanning as an image (JPEG, GIF, BMP, or TIF) instead of PDF sometimes results in poorer quality and larger file sizes than scanning as a PDF.
 - Save it to a folder in a location on your computer or removable drive that you can easily access (like the Desktop or Documents folder).

STEP 2: UPLOAD YOUR DOCUMENTATION

- Login to the student portal and navigate to your scholarship application.
 - If it has already been submitted, review the instructions below “*What to do if you forget to upload documentation*”
- Go to the *Required Documents* or *Additional Documents* section of the application.
- Locate the appropriate field for the type of document you wish to upload and click **+Select a file** to locate the document on your device.
- Click on the document you wish to upload then click the *Open* button to attach it.
- Repeat these steps for each document. Once finished, be click the **Save Draft** or **Save** button at the bottom of the application form.