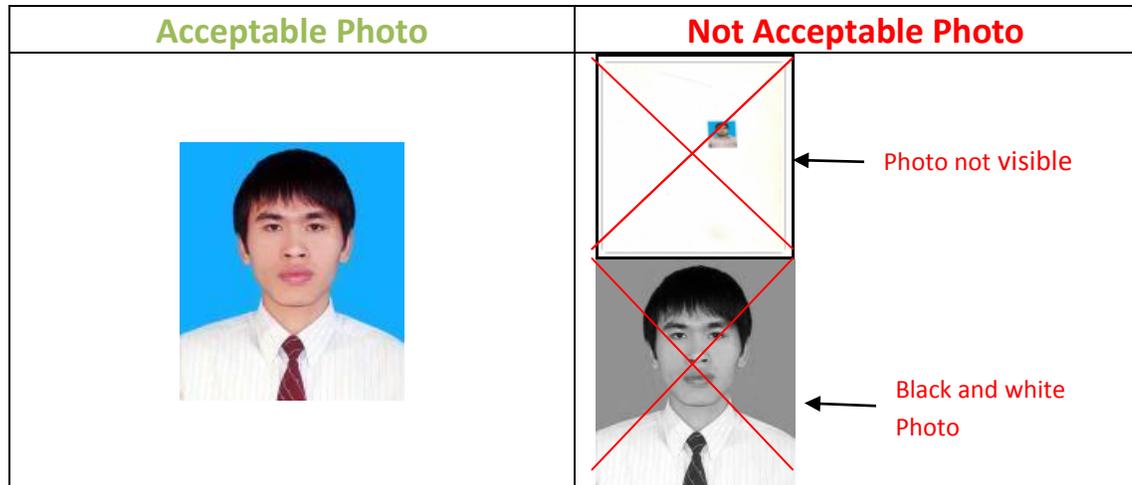


## Document Upload Guide

### 1. Upload Photo

- It must be in JPG/JPEG format.
- The file size must be less than 100 KB.
- Photo must be in color, 45MM x 30 MM / 4.5 CM x 3 CM / Passport size.



### 2. Marksheets

- It must be in PDF Format. Be sure to create your PDFs before filling the application form.
- Preview your PDF files for image quality to ensure that the documents are complete and readable prior to uploading.
- Maximum File size limit

Marksheet	Maximum File Size limit
SSC/ICSE/CBSE	150 KB
HSC or equivalent	150 KB
Technical Diploma	150 KB
Graduation (First year, Second year, Third year, Fourth year and Fifth year)	300 KB each
Post Graduation Year Marksheet	150 KB
Experience Certificate (Optional)	150 KB

- Graduation Marksheets
  - 1st year** Marksheet (Yearwise/Semesterwise marksheets along with backlog cleared marksheets(if any)) - Create one **combined PDF file** for all the mark-sheets of the **First year** degree exam.
  - 2nd year** Marksheet (Yearwise/Semesterwise marksheets along with backlog cleared marksheets(if any)) - Create one **combined PDF file** for all the mark-sheets of the **Second year** degree exam.

**3rd year** Marksheet (Yearwise/Semesterwise marksheets along with backlog cleared marksheets(if any))- Create one **combined PDF file** for all the mark-sheets of the **Third year** degree exam.

**4th year** Marksheet (Yearwise/Semesterwise marksheets along with backlog cleared marksheets(if any))- Create one **combined PDF file** for all the mark-sheets of the **Fourth year** degree exam.

**5th year** Marksheet (Yearwise/Semesterwise marksheets along with backlog cleared marksheets(if any)) (If applicable) - Create one **combined PDF file** for all the mark-sheets of the **Fifth year** degree exam.

### Tips for decreasing File Size

#### **Decrease resolution**

If you plan to scan a marksheet / paper document, scan at a low or medium resolution, and in black and white. Choose an image file as a **pdf** for your output. Your exact options for scanner settings will vary depending on the make and model of your scanner or the type of scanner software you use, but you likely are able to select the "resolution" and "file type" of your scan.

#### **Determine size**

To determine the size of a PDF document: Open your document. At the top of your screen, under the "File" menu, look for an option called "Document Properties." This will tell you the date the document was created, the type of file, and the size of the file.

#### **Compress files**

There are a number of free software tools available to compress large files. Google "compress PDF" for a variety of options.