

Tips for Scanning

- If you have an apple device, you can take a picture of the document, press on the “share” button (the box with arrow) and select “Save PDF to Books.” This will allow you to save the picture of the document as a PDF in your “Books” app (included on all iPhone). You may now email it to yourself to upload in the admissions process.
- With any phone you can simply take a picture of your document and email it to upload.
- Free apps exist for this same purpose. We recommend one called CamScanner that works on both Android and iPhone. It allows you to take pictures of documents and save them as PDF’s, email them to yourself and save the documents on your computer.
- Upload your picture or saved document into the enrollment packet.

You are now ready to begin the first step!