

# Submitting Documents

Bank Statement  
Greencard (photocopy)

Declaration of Finance  
Residency Documents

Passport (photocopy)  
Visa (photocopy)

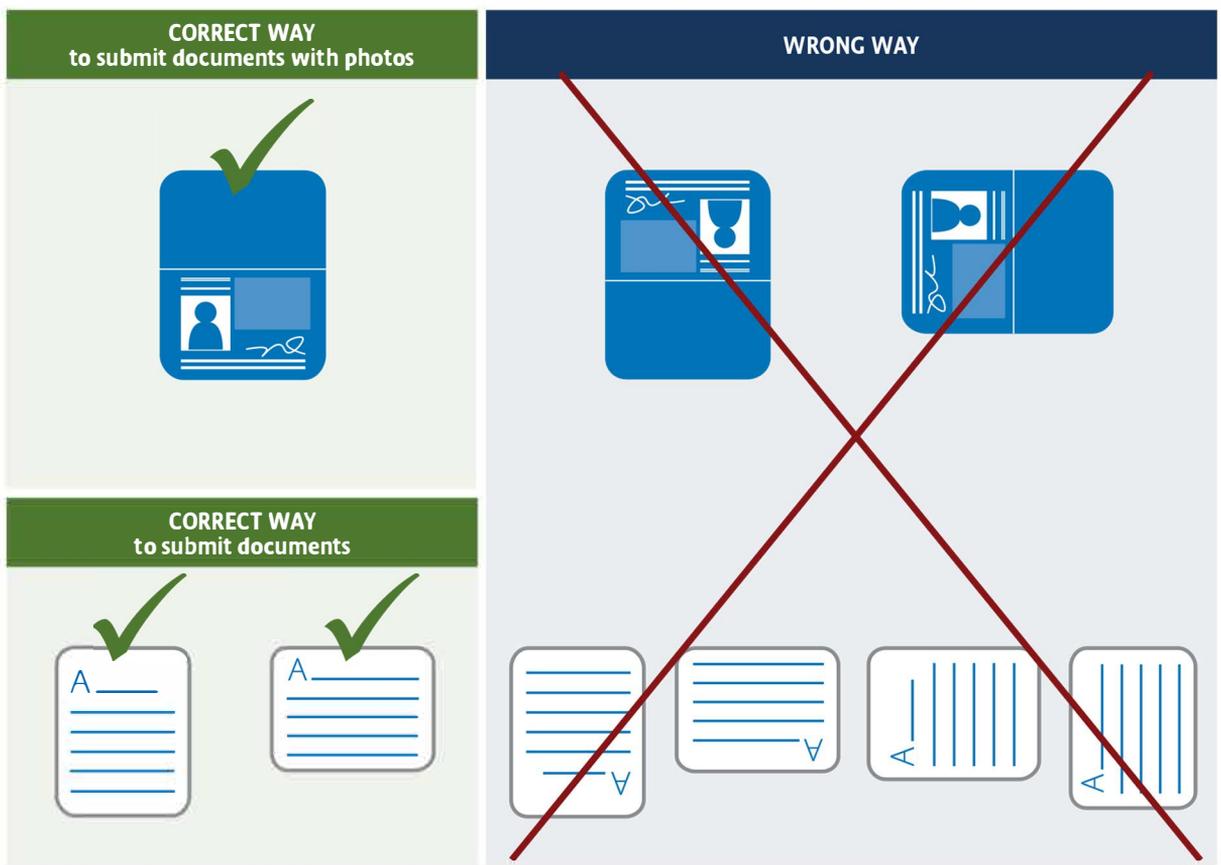
1 Convert documents to PDF format. Free PDF converters are available at [primopdf.com](http://primopdf.com) or [freepdfconvert.com](http://freepdfconvert.com)

2 Make sure the documents are readable, in individual files (one form per PDF document), and that the institution's name is at the top of the page.

3 Submit individual documents by clicking on the button that corresponds with each document request. Example: upload your Passport photocopy to the button labeled "Attach Passport".

4 Check your "To Do List" in three weeks to ensure your MySJSU account shows your items have been submitted.

**Official documents such as official transcripts, test scores, WES evaluation, etc. cannot be uploaded through the 'Admissions Document Upload' tool. Check your MySJSU "To Do List" to see your list of required documents and how each document must be submitted.**



## Submission Checklist:

- ✓ PDF or TIFF format only (no other format will be accepted)
- ✓ Correctly positioned (see above examples)
- ✓ Only one PDF per document
- ✓ Can read documents left to right

Continue to check MySJSU for important messages, required documents and deadlines.