

## STEPS TO ATTACH DOCUMENTS TO THE APPLICATION FORM

**IMPORTANT:** Before attaching documents to your Master's degree application form, please check the following information:

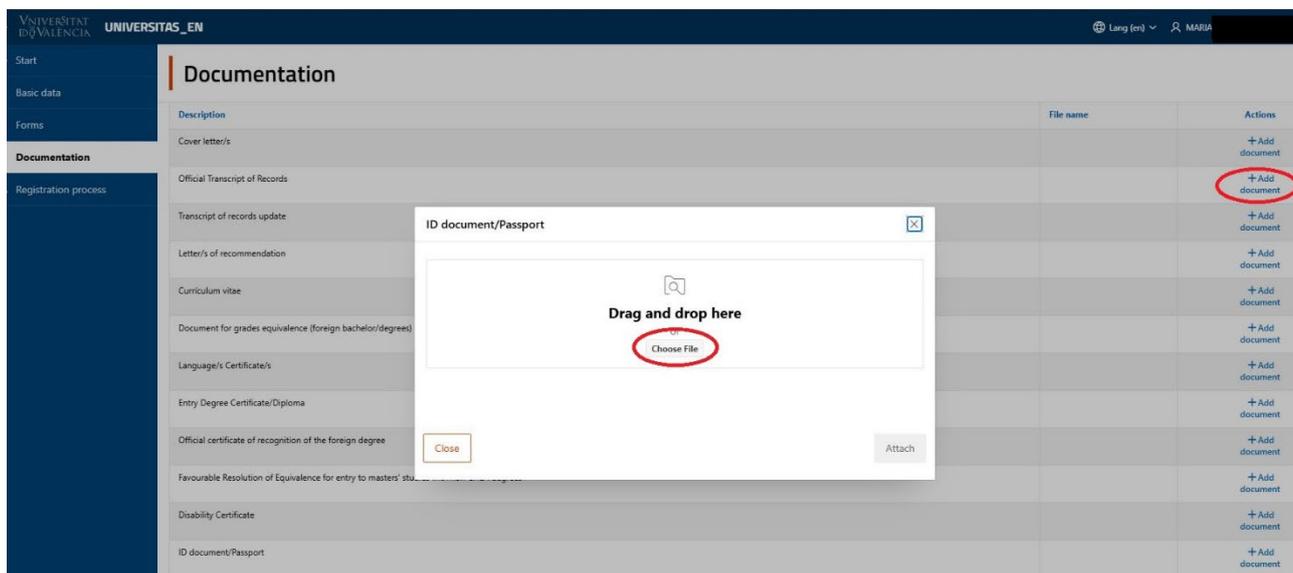
- The document must be correctly saved on your computer or any other local device (not in an email attachment).
- The file size can be **no larger than 8 MB**
- The file's name should be simple (and without symbols)
- The format must be PDF/JPG/ZIP/RAR

You can access your application form through the corresponding [MD Admission link](#)

### 1.- Select **Documentation**



### 2.- Select **+Add document**, search for the document in your computer and **Choose File**.



### 3.- Select **Attach**

The screenshot shows the 'Documentation' section of the 'UNIVERSITAT DE VALÈNCIA' portal. A modal window titled 'ID document/Passport' is open, displaying a file named 'DNI.pdf' with a size of 55.54 KB. A red circle highlights the 'Attach' button in the bottom right corner of the modal. The background table lists various document types with '+ Add document' actions.

| Description  | File name | Actions        |
|--|-----------|----------------|
| Cover letter/s   |           | + Add document |
| Official Transcript of Records   |           | + Add document |
| Transcript of records update   |           | + Add document |
| Letter/s of recommendation   |           | + Add document |
| Curriculum vitae   |           | + Add document |
| Document for grades equivalence (foreign bachelor/degrees)                               |           | + Add document |
| Language/s Certificate/s   |           | + Add document |
| Entry Degree Certificate/Diploma   |           | + Add document |
| Official certificate of recognition of the foreign degree                                |           | + Add document |
| Favourable Resolution of Equivalence for entry to masters' studies with non-EHEA degrees |           | + Add document |
| Disability Certificate   |           | + Add document |
| ID document/Passport   |           | + Add document |

4.- In the Column "File Name" the Document we have attached will appear and, as long as the document has not been already validated by the Managers, you will be able to **delete** it  and attach a new one, from the Actions Column

Those students who access with pending studies and simply wish to update the average mark, will do it through the corresponding item 'Transcripts of Records Update'. In this case, as long as the document has not been validated by the Managers, you can delete it and attach a new one from the Actions Column. Please consider the deadline for academic considerations published in the [calendar](#).

The screenshot shows the 'Documentation' section of the 'UNIVERSITAT DE VALÈNCIA' portal. The 'ID document/Passport' row in the table now shows the file name 'DNI.pdf' in the 'File name' column. The 'Actions' column for this row contains a trash icon and a download icon, both circled in red. The other rows in the table remain the same as in the previous screenshot.

| Description  | File name | Actions   |
|--|-----------|---|
| Cover letter/s   |           | + Add document  |
| Official Transcript of Records   |           | + Add document  |
| Transcript of records update   |           | + Add document  |
| Letter/s of recommendation   |           | + Add document  |
| Curriculum vitae   |           | + Add document  |
| Document for grades equivalence (foreign bachelor/degrees)                               |           | + Add document  |
| Language/s Certificate/s   |           | + Add document  |
| Entry Degree Certificate/Diploma   |           | + Add document  |
| Official certificate of recognition of the foreign degree                                |           | + Add document  |
| Favourable Resolution of Equivalence for entry to masters' studies with non-EHEA degrees |           | + Add document  |
| Disability Certificate   |           | + Add document  |
| Other documents  |           | + Add document  |
| ID document/Passport   | DNI.pdf   |   |