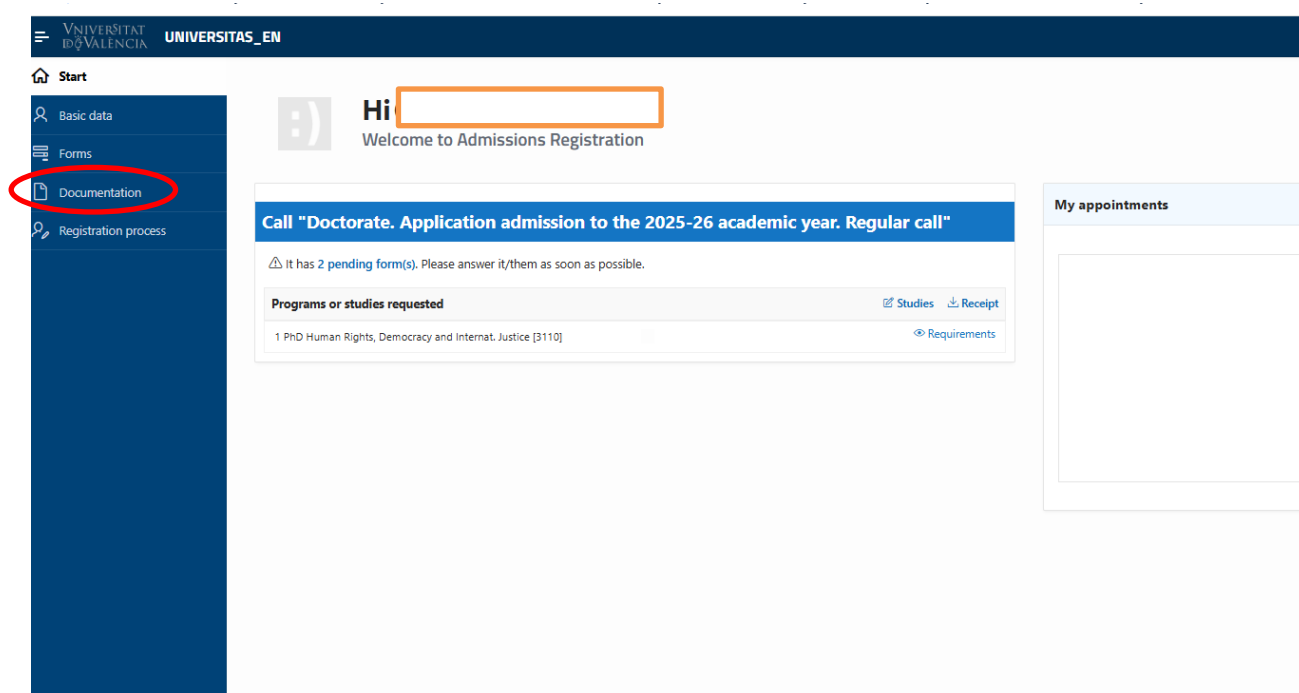# STEPS TO ATTACH DOCUMENTS TO THE APPLICATION FORM

IMPORTANT: Before attaching documents to your Master's degree application form, please check the following information:
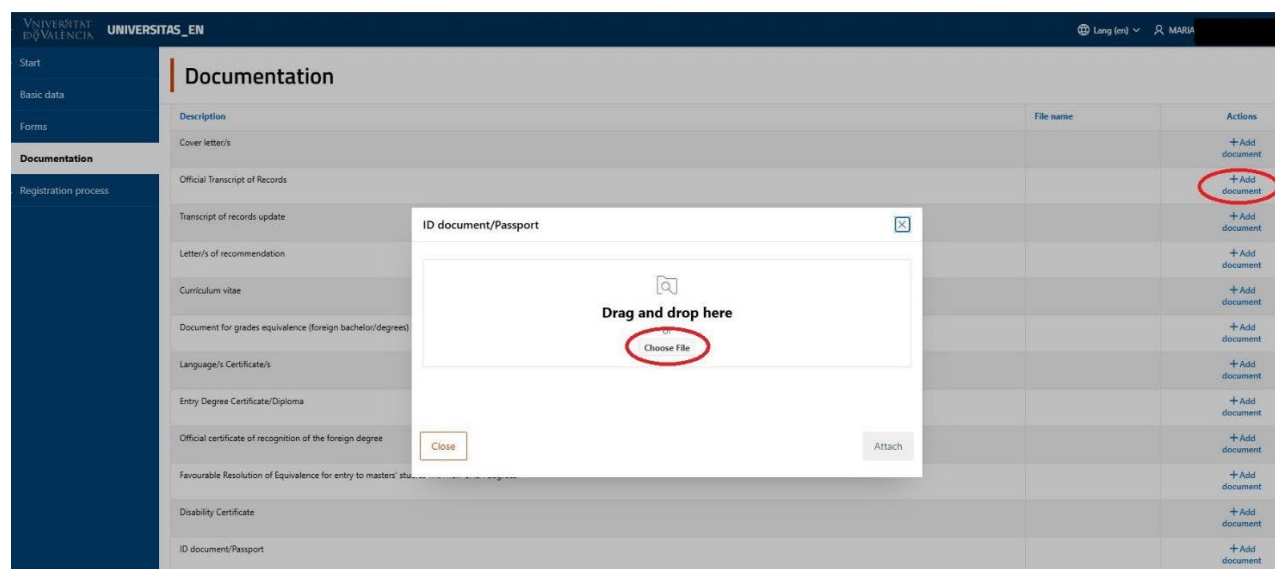- The <u>document must be correctly saved on your computer</u> or any other local device (not in an email attachment).
- The file size can be **no larger than 8 MB**
- The file's name should be simple (and without symbols)
- The format must be PDF/JPG/ZIP/RAR

You can access your application form through the corresponding <u>MD Admission link</u>

1.- Select **Documentation**

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

3.- Select **Attach**

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.