



1. Application Form:

If you are completing the form directly on the website, then ensure you **do not** write your essays directly into the text boxes on the website, as the text will not be saved. Instead, we recommend you work in a word processor (such as Word or Google Docs) and copy & paste the text into the application boxes when you are ready to submit it.

If you are downloading the application form in order to complete it offline, then you can save your progress as you go on your computer. Therefore, you can write your essays directly in the form once you have downloaded it.

Make sure you save the application form in the following format:

"LASTNAME-FIRSTNAME-APP"

For example, if your name is Rab Torno, you should name the file TORNO-RAB-APP

2. Transcript:

The copy of your transcript does not need to be certified or translated (in case it is not in English). Taking pictures or a scan of your transcript and uploading them is sufficient.

Once you have taken pictures, you can send them from your phone to your computer by email, for example.

You should only submit ONE document for your transcript; if you have several pages to photograph/scan, then you can combine them by copying & pasting each picture directly into a Word document or Google Doc, then saving the file as "LASTNAME-FIRSTNAME-TRANSCRIPT"

3. Video Cover Letter:

You can make a video using a phone or computer camera. If you cannot make a video for whatever reason, you can submit the essay as an alternative. Your application will not be at a disadvantage for sending an essay instead.

Using an iOS phone

Go to Camera

Choose Video Mode

Tap the red Record button to start the recording

Tap the red Record button to stop the recording

Anything captured gets saved automatically to the device's Photo Library

Go to Photo Library-->Albums-->Camera Roll-->click on the video

When the video opens, go to the bottom of the screen for the share icon 

Click on the mail/gmail icon. This should open a window for your email provider and automatically attach the file to your email account. If this does not happen, you can select another app, such as facebook/Whatsapp to share the video

Email/send the video to yourself, so you can access it on a computer

On a computer, download the video and attach it on our website under Video Cover Letter

Using an Android phone

Go to Camera

Choose Video Mode

Tap the red Record button to start the recording

Tap the red Record button to stop the recording

Anything captured gets saved automatically to the device's Gallery

Go to Gallery and you should see the video. Click on it

When the video opens, go to the bottom of the screen for the share icon 

Click on the mail/gmail icon. This should open a window for your email provider and automatically attach the file to your email account. If this does not happen, you can select another app, such as facebook/Whatsapp to share the video

Email/send the video to yourself, so you can access it on a computer

On a computer, download the video and attach it on our website under Video Cover Letter

File size must be 500MB maximum (and the duration of the video should not exceed 3 minutes).

4. Recommendations:

Please share [this document](#) with whomever is writing a recommendation for you. Ensure they have submitted the recommendations by the deadline of **December 1st 23:59 PST**.