

Guide: How to Upload Supporting Documents

For MTFB Bursary and Founders' Scholarship Application 2020

Please follow the steps closely so that we can receive your files successfully.

What you need:

- Supporting Documents
[Bursary Application](#) OR [Scholarship Application](#)
- Mobile Application: CamScanner (from Google Play Store for Android Users and App Store for iPhone users)



CamScanner - Scanner to scan PDF

Editors' Choice

INTSIG Information Co.,Ltd Productivity

★★★★★ 2,524,695

3+

Contains ads · Offers in-app purchases

This app is compatible with all of your devices.

Add to wishlist

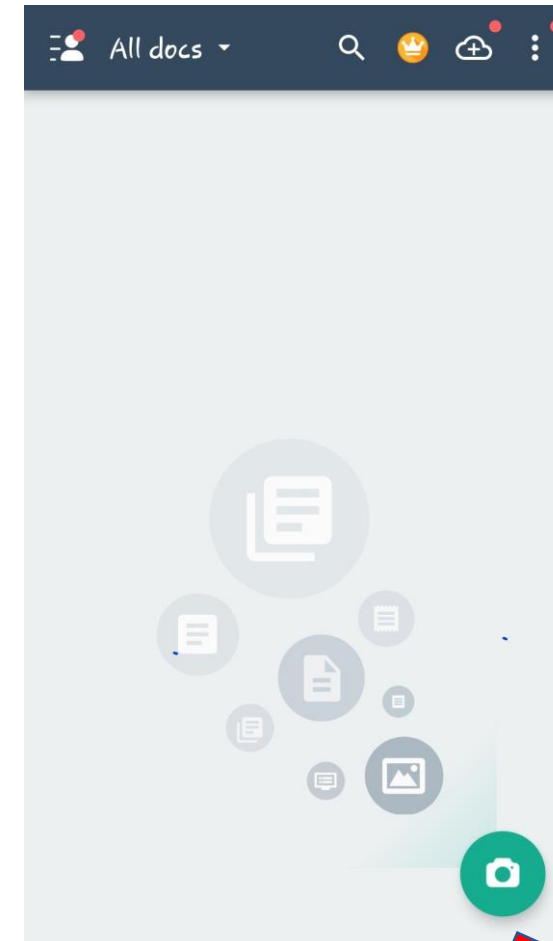
Install

STEP ONE



Click on “Use Now” and allow CamScanner to access files on your device

STEP TWO



Press the Camera button

STEP THREE



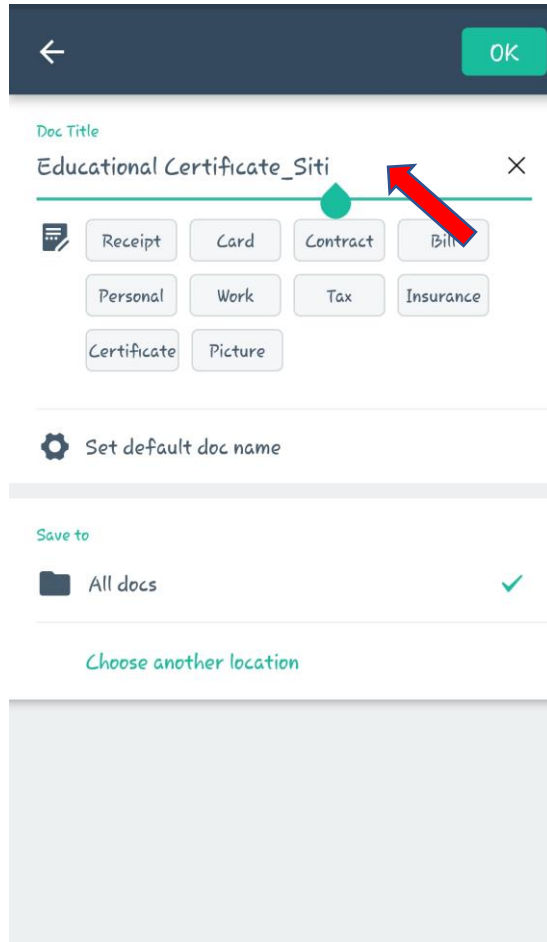
Place the entire document under good lighting conditions. Press the Camera Button.

STEP FOUR



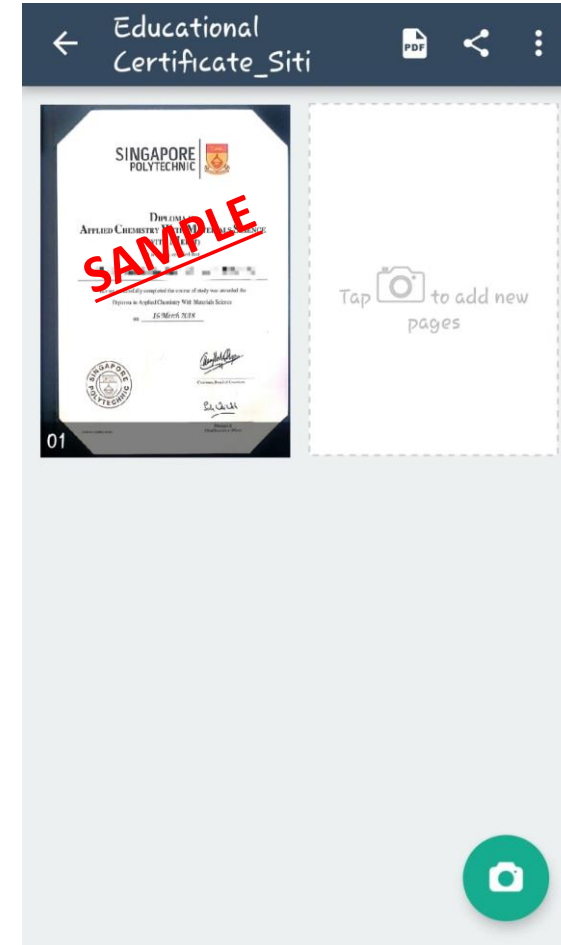
Adjust the document to ensure its clear. Click on the Green Check Box once okay.

STEP FIVE



Rename the file according to Document Type with your name. E.g. "Educational Certificates_Siti"

STEP SIX



To add more documents in the same category, click 'Camera Button' and repeat steps 3-5

STEP SEVEN



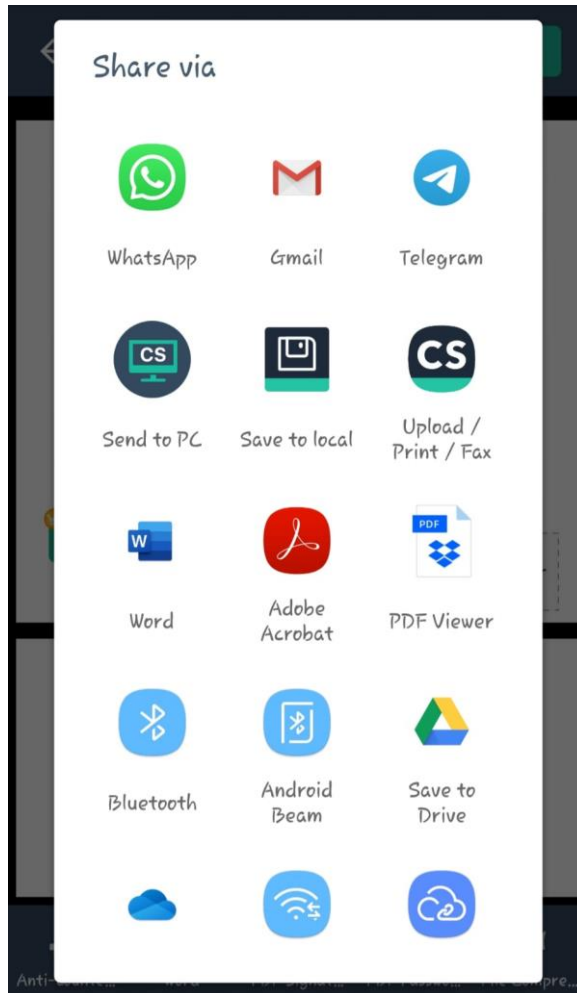
Click on the PDF logo and convert the documents into a single PDF file.

STEP EIGHT



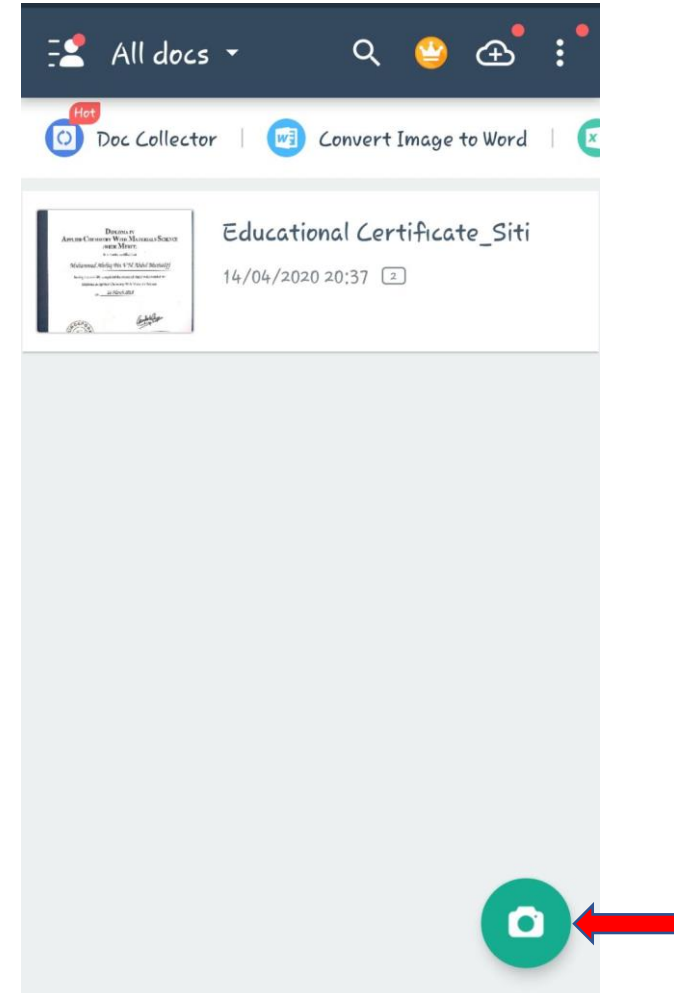
Click 'Share'

STEP NINE



Select a platform that you can access easily on your computer such as your Gmail.

STEP TEN




To scan more documents for other categories, click on the arrow on the top left to go back until you reach the main page. Then, repeat steps 2-9.

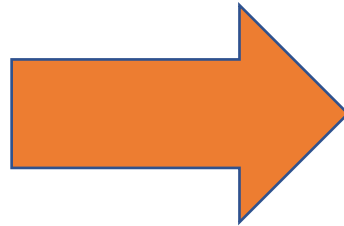
Points to note (1):
Ensure front and
back of NRICs are
on the same page
of the document

NRIC of Applicant







Points to note (2):
For picture/image files, arrange them neatly on a word document.



Save the word document as a pdf file and name the file according to the checklist.



Points to note (3): If you have a few pdf files that you want to combine into one, use free platforms such as combinepdf.com



Points to note (4): Ensure that your files are less than **5MB**. If your file is large, kindly compress the file. You may use free tools such as https://www.ilovepdf.com/compress_pdf or <https://pdfcompressor.com/>.
