Recommendations for scanning the documentation

uc3m | Universidad **Carlos III** de Madrid

Vicerrectorado de Estudios

Apoyo a la docencia y gestión del grado

1 **Scan in a single file**. The application has a single space to upload each document (for the courses programs you will have 4 spaces). Most of the documents we require have multiple pages, so it is important that you group them together in a single file.

Documentos

Seleccione un documento

Elija un archivo para adjuntar

FOTOCOPIA DNI/PASAPORTE (Obligatorio)	
CERTIFICACIÓN NOTA DE ACCESO A LA UNIVERSIDAD	
CERTIFICACIÓN ACADÉMICA OFICIAL ESTUDIOS UNIVERSITARIOS (Obligatorio)	
PROGRAMAS ASIGNATURAS SUPERADAS (Obligatorio)	
PROGRAMAS ASIGNATURAS SUPERADAS	
OTROS MOTIVOS	
PROGRAMAS ASIGNATURAS SUPERADAS	
PROGRAMAS ASIGNATURAS SUPERADAS	

gif, txt, rtf, docx

IMPORTANT: Upload in each box the corresponding file.

2 **PDF is the best format.** The application allows to upload files of up to 4MB in several formats. The PDF format is the most appropriate because it allows you to group more pages in the same file and with less weight. Some scanners work with formats such as TIFF or JPG. If it's your case, save the documents as PDF so that they weigh less and do not exceed the limit.

3 **Uses a medium resolution.** You have up to 4 MB per file. If you use a very high resolution, the file will occupy too much and you will not be able to upload it. If the resolution is too low, the document may be illegible. We recommend <u>a resolution between 150 and 200 ppi</u>. As a precaution, once scanned, it verifies that the document can be read.

4 **Always in black and white.** If you scan the documents in color, the weight of the file will be larger and will occupy more than 4 MB.

uc3m | Universidad **Carlos III** de Madrid

Vicerrectorado de Estudios

Apoyo a la docencia y gestión del grado