Academic Document Upload Instructions

Uploading Documents to Complete your Application:

Here are answers to the four most common questions asked by applicants:

1 Photographs of documents are NOT acceptable. You must scan your documents as PDFs in order for them to be uploaded. You may also submit documents via regular mail.

2 You are only allowed to upload documents that show as **Upload Document** in your applicant portal.

3 If you make a mistake and upload the wrong document, don't try to fix it yourself! Contact **admissions@brocku.ca** and notify us of the error. We'll help you correct it.

4 An "official" document is sent directly from the awarding body to Brock University (at no time can it be in the possession of the applicant). An official document cannot be uploaded.

QUESTIONS? We've got answers!

For questions or additional information, please e-mail **admissions@brocku.ca**

Made a Mistake? How to Request to Remove Uploaded Documents:

Please send an e-mail to **admissions@brocku.ca** with the subject line: **Request to Remove Uploaded Documents** and include your campus ID or Brock ID (if known), name, and a list of documents you wish to have removed. We will remove the documents on your student portal allowing you to upload new versions.

How to Upload Your Documents:

1 Login to the **Brock Student Portal** and navigate to the **Applicant & Student Self-Serve** tab.

2 Locate the **Document Status** box.

3 Click the help icon to the right of each upload button for details about each document requirement.

4 Use the **Upload Document** link beside each document to attach a file.

Important Notes When Uploading Documents:

- Files must be uploaded in PDF format only. Scanned images such as JPG, BMP or TIFF files must be converted to PDF before uploading.

- File names should be kept short and cannot include brackets, quotations, or special characters.

- Only one PDF file can be uploaded per document. Please ensure that the PDF includes all necessary pages, grading scales, legends and translations. Documents that do not include all of the required pages will be removed (delaying your assessment).

- Ensure that the file is complete, that all scanned pages are correctly oriented (portrait or landscape) and that all content is readable before converting to PDF and uploading.

- Once a document has been uploaded, you cannot change, remove or replace it.

- The maximum file size for each document is 10MB.

- Only upload documents that are requested in your **Document Status** section at **my.brocku.ca**