How to Scan Using your Phone!
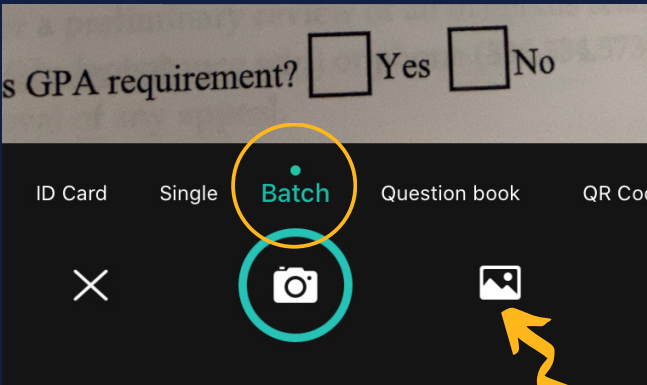
Follow the instructions below to convert your documents to PDFs:

1 Download <u>CamScanner</u> in the App Store or Google Play store. CamScanner is free. You do not need to purchase a subscription or make an account to use the app. Choose "skip" if you do not want to make an account.
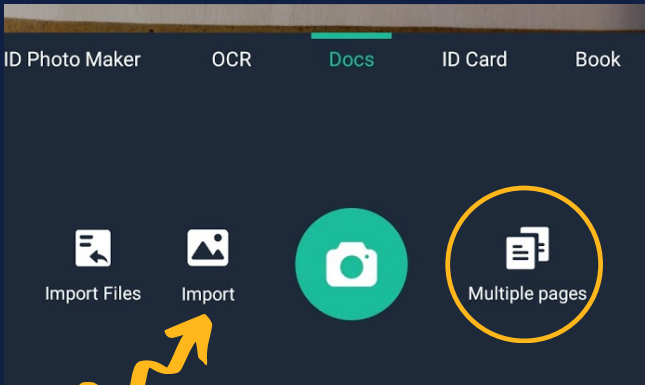
*CamScanner is intended for paper copies only. For clearest possible PDF images, be mindful of lighting and angle and do not scan screens. If you have digital copies of your documents you will not need CamScanner. You can save and upload those to the appropriate appeal portal.

2 Use the Camera button to capture images of the documents you would like to scan. Select "batch" or "multiple pages" to combine multiple scanned documents into one file.
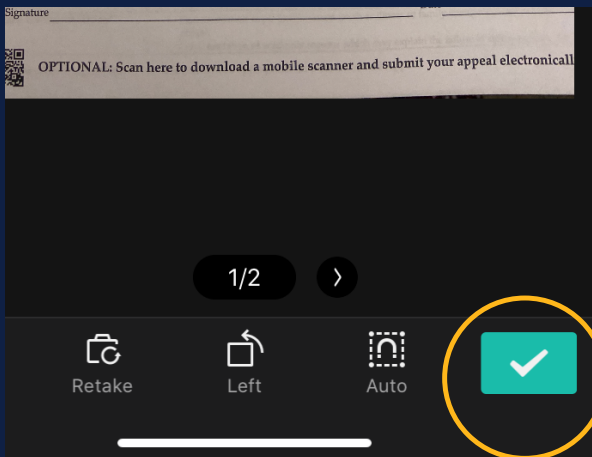
iPhone Users:

s GPA requirement? ☐ Yes ☐ No

ID Card   Single   Batch   Question book   QR Co

Android Users:

ID Photo Maker   OCR   Docs   ID Card   Book

Import Files   Import   Multiple pages

If you already have photos of your documents saved on your phone, you can choose the button in the photo above to upload your documents.

**3** Once your photos have been scanned or selected, you can review, crop, and edit your documents. When the documents are ready to be sent, select the checkbox at the bottom right of the screen.

Signature

OPTIONAL: Scan here to download a mobile scanner and submit your appeal electronically

1/2 ›

Retake   Left   Auto   ✓

**4** Select the documents you would like to email by tapping on each document.

iPhone Users:

Choose "Email" from the toolbar at the bottom of the screen then choose "Share as PDF," then "Send."

Tap to collage all images in the document as one

Add   Edit PDF   Share   Email   More
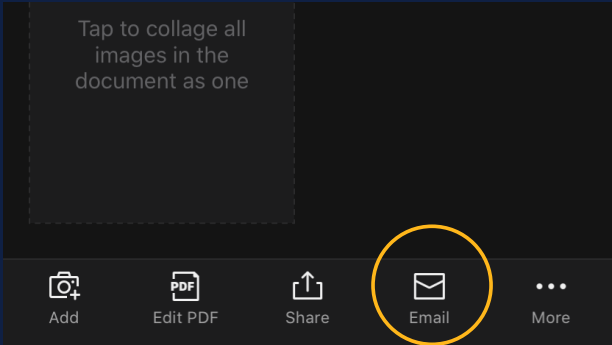
Android Users:

Choose "PDF" from the toolbar at the top of the screen then choose "Share" and "email," then "Send."

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CamScanner
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PDF
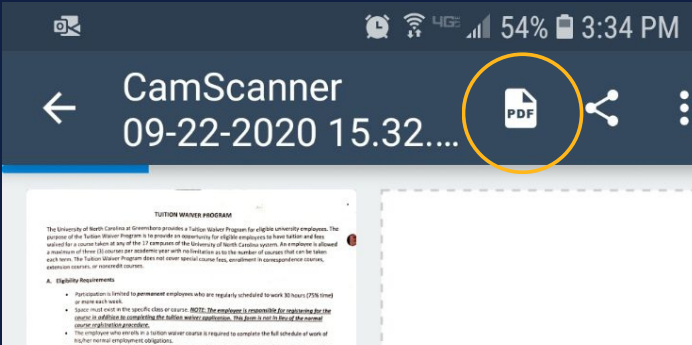
5 Email all documents to your personal email to save and upload to the appropriate appeal portal.