

CERTIFICATE SUBMISSION GUIDE

A simple guide for Question 22 of your application form

What You Will Need

Document Type	What to Include
Academic Documents	Certified true copies of all academic certificates and transcripts
Professional Qualifications	Certified true copies of all professional certification documents
Personal Photo	Recent photograph of yourself
Study Application	Proof of application for your programme of study

Step-by-Step Process

STEP 1: Get Your Documents Ready

Collect all the documents listed above before you start.

STEP 2: Make Digital Copies

If you have...	What to do
Digital certificates issued by your institution (e.g., in PDF format)	Use them directly - Proceed to Step 3!
Physical certificates only	<p>Create digital copies by:</p> <ul style="list-style-type: none">• Scanning your certificates or taking clear photographs using your phone/camera/scanner• Ensuring the entire certificate is visible with all text clearly readable• Avoiding shadows, glare, or blurred images• Making sure the certificate lies flat when photographing/scanning• Using good lighting (natural daylight works best)

STEP 3: Save in the Right Format

Each document/file should be saved as:

- PDF (preferred)
- JPG or PNG (if PDF is not possible)

STEP 4: Name Your Files Correctly

Format to follow	Examples
[YourName]_[DocumentType]_[Details]	<ul style="list-style-type: none">• PhuaChuKang_DegreeCertificate_NUS_2020.pdf• PhuaChuKang_Transcript_NUS_2020.pdf• PhuaChuKang_DiplomaCertificate_NYP_2018.pdf• PhuaChuKang_Photo.jpg• PhuaChuKang_ProofOfApplication_NIE.pdf

✓ STEP 5: Quality Check

Before moving on, make sure:

- Total file size is under 3MB
- All text on certificates is readable and clear
- No password protection on files
- Images are not blurry or cut off
- Colours are clear (if applicable)

📎 STEP 6: Combine Into ONE File

Important: Submit everything as a single file. Pick one method:

Method A: ZIP File (Recommended)	Method B: PDF Merger
<ol style="list-style-type: none">1. Put all your named files into one folder2. Right-click the folder and select "Compress" or "Send to > Compressed (zipped) folder"3. Rename the ZIP file as: [Your Name]_SupportingDocuments.zip<ul style="list-style-type: none">○ Example: PhuaChuKang_SupportingDocuments.zip	<ol style="list-style-type: none">1. Use a PDF merger tool or software to combine all documents2. Arrange them in this order:<ul style="list-style-type: none">○ Photo○ Academic certificates (latest first)○ Academic transcripts (latest first)○ Professional certificates (latest first)○ Proof of application3. Save as: [Your Name]_SupportingDocuments.pdf<ul style="list-style-type: none">○ Example: PhuaChuKang_SupportingDocuments.pdf

 **STEP 7: Complete Application Form**

1. Fill Questions 1-20 (personal details, qualifications, employment history)
2. At Question 22 "Other Supporting Documents": Click "Choose file" and upload your single ZIP or PDF
3. Ensure upload is successful (filename will be displayed)
4. Complete remaining questions
5. Review everything before submitting

 **Important Notes**

Remember	Details
Both parts are required	You must fill in the qualification details in Questions 16-17 AND upload the certificates in Question 22
Match your entries	Your uploaded certificates must match what you wrote in Questions 16-17
Certified true copies only	All certificates need official stamps and signatures by authorised personnel(s)
Complete applications	Incomplete submissions will delay processing
Confirmation email	You will receive a confirmation email upon successful submission

 **Final Checklist**

Before you submit, ensure that:

- All documents are clear and readable
- All files are properly named
- All documents are combined into ONE file (ZIP or PDF)
- File size under 3MB
- File is named correctly: [YourName]_SupportingDocuments
- Form entries in Questions 16-17 match uploaded certificates
- All required documents are included (photo, certificates, transcripts, proof of application)

 **Need Help?**

If you encounter any issues, please contact us at ECDA_PP@ecda.gov.sg.