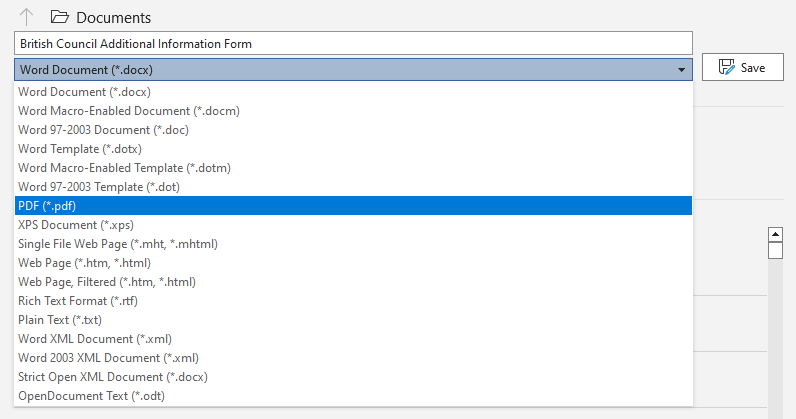
Uploading your documents – how to guide

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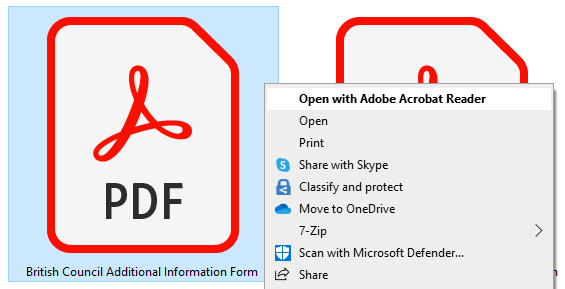
05 April 2024

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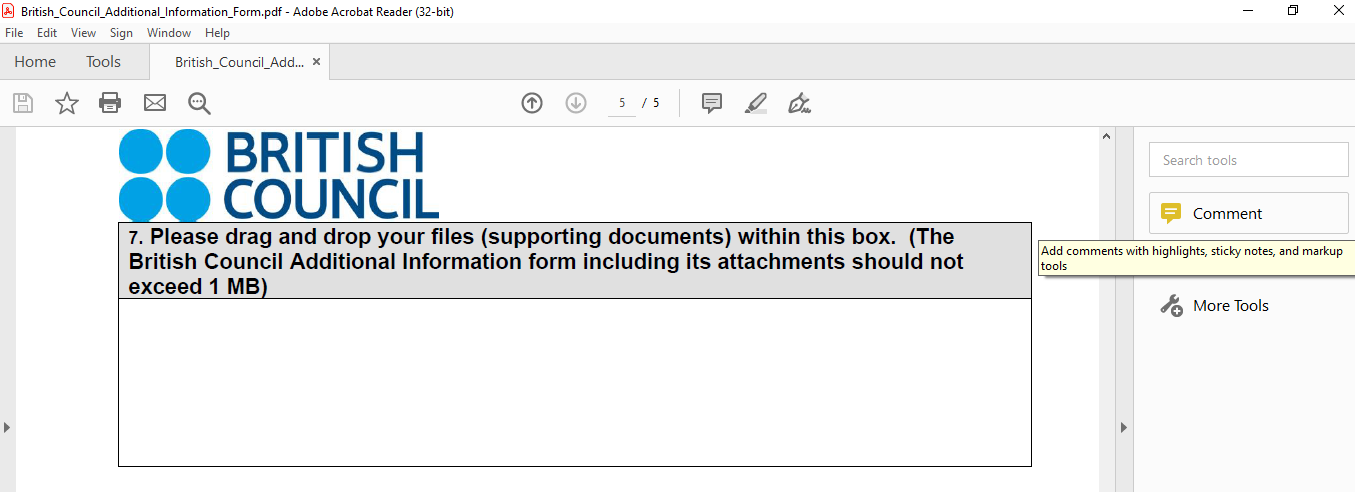
* Fill out The *British Council Additional Information form* in full and convert it into a pdf file.

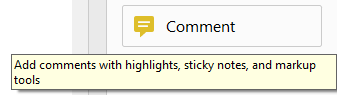


* Open The *British Council Additional Information form* in Adobe Acrobat Reader

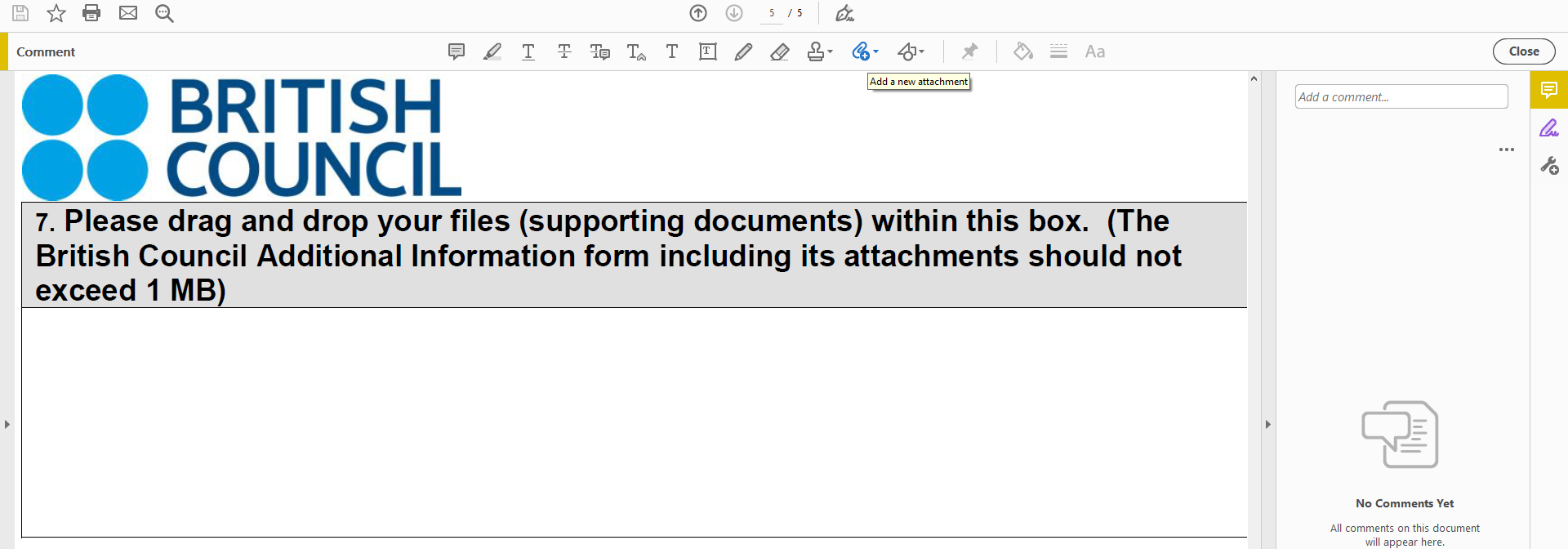


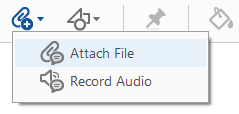
* Click on “Comment” at the vertical navigation bar on the right-hand side of the document.



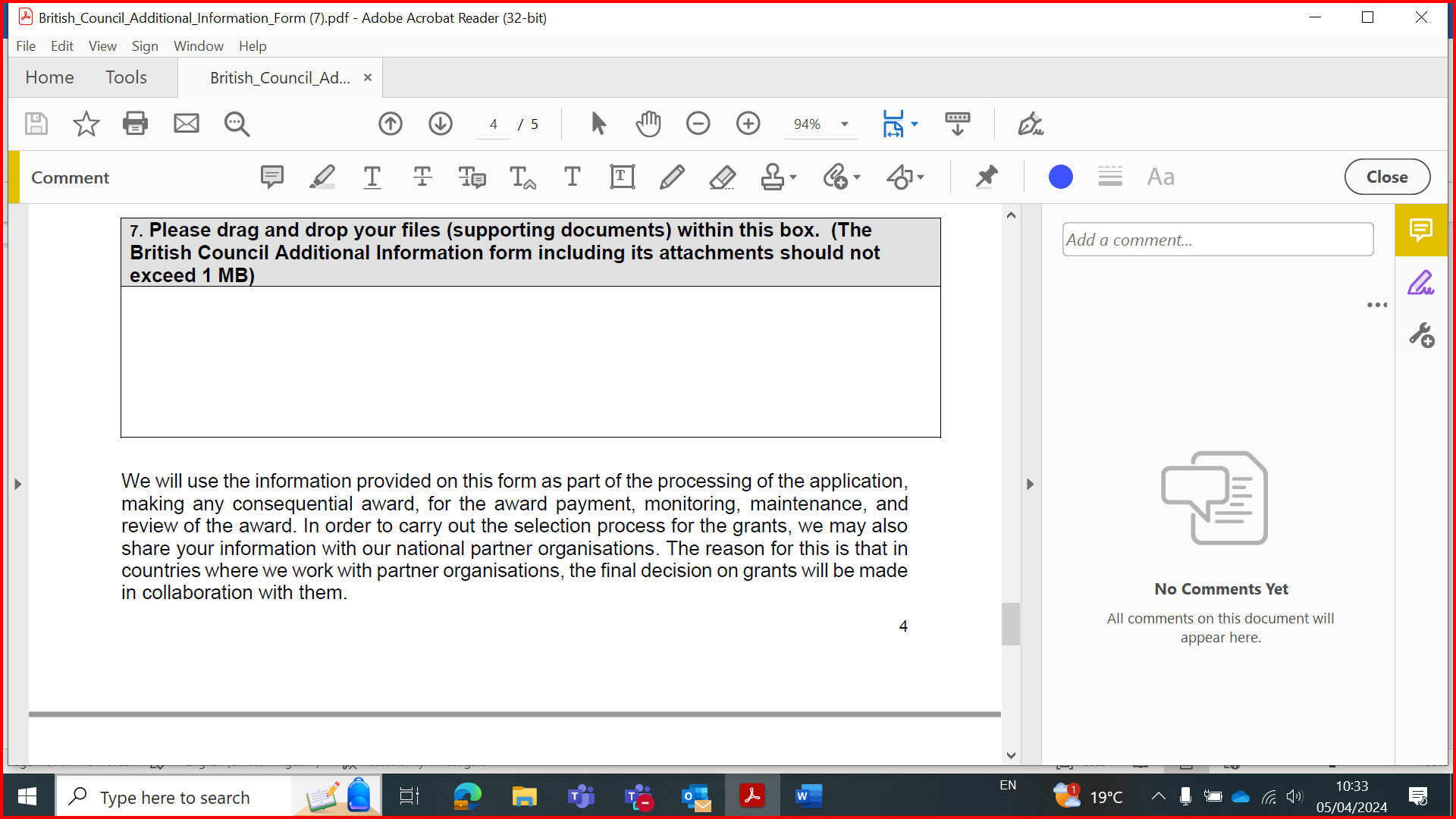


* On the new horizontal navigation bar displayed immediately above the document, select the clip with a **+** sign “Add a new attachment”.





* The image of a pin will be displayed.





* Click into the box below and you will be able to select the **pdf** file to insert. Repeat this procedure for each of the required documents. All of them should be in **pdf** format.

