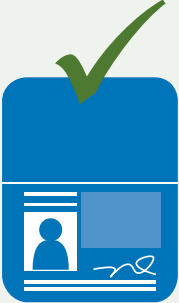
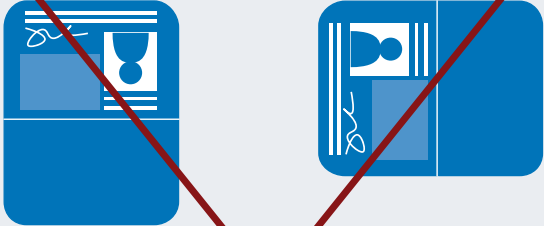
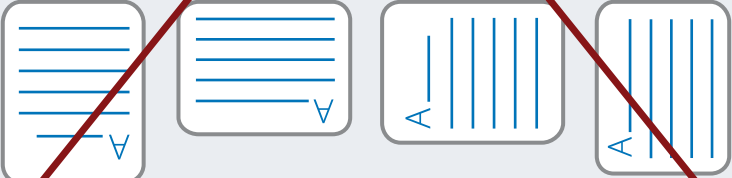


# Submitting Documents

To submit documents such as a bank statement, Declaration of Finance and photocopy of your current passport to SJSU, you must follow the following requirements:

- Convert documents to PDF format. Free PDF converters are available at [primopdf.com](http://primopdf.com) or [freepdfconvert.com](http://freepdfconvert.com)
- Make sure the documents are readable, with your name or the name of your institution at the top of the page, and in individual files (one PDF per document).
- Include your nine-digit SJSU ID and your first and last name as it appears on your passport in the BODY of the email message.

Send email with attachments to [sa-adm-wrkflow@sjsu.edu](mailto:sa-adm-wrkflow@sjsu.edu)

CORRECT WAY to submit documents with photos	WRONG WAY	
		
CORRECT WAY to submit documents		

The following will **NOT** be accepted:

- Compressed files (zip files)
- Incorrectly positioned documents (see above examples)
- Multiple documents contained in a single PDF (one PDF per document)
- Documents that cannot be read left-to-right

**Please note:** After your documents have been submitted, it may take up to three weeks for your “To Do List” items on your MySJSU account to be updated. Avoid delays; apply early, and submit documents as soon as possible in the approved format. Continue to check MySJSU for important messages, required documents and deadlines.