

GUIDE FOR **DOCUMENT SUBMISSION**



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How to scan documents correctly for immigration, studies and all official proceedings

Save time and avoid mistakes with these tips

No matter what proceeding you intend to apply to, you will be asked for supporting documents or evidence. This evidence supports your application, and it is in your best interest to ensure that it is legible, understandable, complete, and clear.

The goal is let your documents speak for you.

- **A true story**

I recently received photos of a birth certificate to translate. The client placed it on the table, turned on the lamp, and took several photos with their cell phone.

The outcome?

- Blurry text
- Shadows
- Large file size
- Names and dates hard to read
- Text outside the frame

A simple readability error can **delay** or even **compromise** an important proceeding.

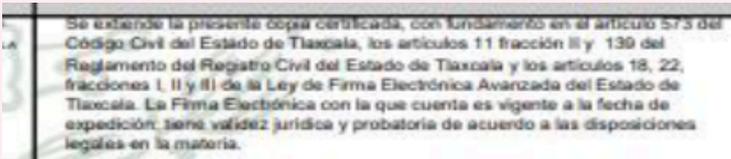
Remember: who is the audience of your documents? Not me, or your lawyer or consultant. It is that analyst at Immigration, Refugee and Citizenship Canada, Drivetest, WES, or the university, school, or professional organization where you plan to apply.

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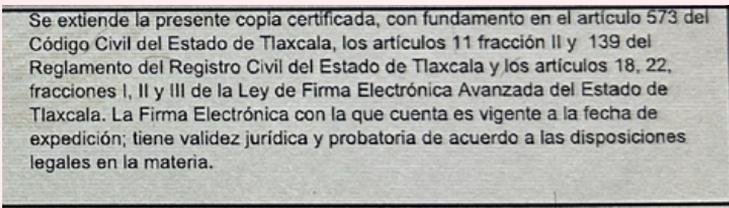
Why scanning is better than taking photos

- Higher definition – Letters, numbers, and stamps are clearly legible.
- Lighter files – A scanned PDF weighs much less than an HD photo.
- Correct format – PDF or PNG, as required by most institutions.
- Professionalism – A clear scan conveys sincerity and avoids confusion.

Practical example: Photo taken with a cell phone @ 8 MB and blurry.



300 dpi scan @ 1 MB, sharp and easy to email.



How to scan correctly

Recommended device:

- Flatbed scanner or all-in-one printer OR
- Recommended mobile apps: Adobe Scan, Microsoft Lens, CamScanner

Ideal settings:

- Resolution: at least 300 dpi, ideally 600 DPI
- Format: PDF (complete documents) or PNG (individual images)
- Mode: Colour if it has stamps or signatures; black and white for simple text, such as letters.
 - For digital documents, such as emails, you can use the Print as PDF option.

Best practices:

- Scan each document in its entirety
- If the original document is printed in a different size [legal, executive or A4], adjust to letter size.
 - Check that names, dates, and stamps are legible.
 - Make sure the page is not crooked.
 - Name the file clearly (for example: Birth_First_Last_Name.pdf)

How to save screen captures correctly

Do you need to submit screen captures of Whatsapp, text messages or SMS?

If you need to submit evidence contained in this type of messages, I suggest that:

- Take screen captures on your phone (don't take photos of the screen)
- Copy all captures in a conversation on a Word or Google Doc document in chronological order, ideally 2 captures per page.
- Save this document as a PDF. You can also use the option of Printing as PDF.

By following this process, you ensure that:

- The captures have the best quality possible.
- They will be organized and this will allow to follow the narrative clearly.
- The images will have a uniform format and they will be easy to read.
- By saving the collection as a PDF, the size of the file will be manageable.

What about press articles and social media posts?

- Take captures of the social media posts on your phone.
- If the news sources has a website, it is better to print the article from the website as a PDF.
- In any case, include the link to the source.

Checklist before sending

- Are names and numbers clearly legible?
- Is the file below 5 MB?
- Is it free of shadows or smudges?
- Is the document complete?
- Is it a PDF or PNG file?

Quick tips

- If you are using an app, place the document on a flat, well lit surface.
- Avoid using flash: it causes glares and makes the text blurry.
- Always open the file and zoom in the small text to verify it before sending.

Do not leave the scanning of your documents to chance. The correct scanning will:

- Save time
- Prevent mistakes
- Ensure that the analyst who will decide on your case (either at IRCC, WES, university, etc.) will be able to read your documents correctly.
 - Make your immigration, studies or official proceeding easier

👉 **Entrust the translation of your documents to a professional. Contact me today to receive your accurate certified translation on time.**

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