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1. Click _____ button at the bottom of the form to upload your letter.
 2. The system will automatically convert your document to PDF. This may take a few minutes.
 3. Click the _____ button.

1. Google Chrome and Mozilla Firefox are recommended browser types.
2. Be sure that your recommendation document file type is one of the following:
3. .doc, .docx, .pdf, .rtf, .rtx, .txt, .tiff, .tif, .jpeg, .jpe, .jpg, .png, .xls and .xlsx.
4. Mac users: If your filename does not include the appropriate file extension (i.e. filename.docx for Word, or filename.pdf for PDF) you will need to rename it. To rename: Ctrl+click on the file and select Get Info. Click in the Name and Extension field. Add the appropriate extension and press the Return key. When prompted, select Add.
5. The file size of your letter must be smaller than 10MB. If you are uploading your reference as an image file that is over 10MB, opening the image in an image editing application and resaving it may reduce the image size. Taking a screen shot of the image and saving it as a new image file may also help reduce the file size.
6. Be sure that your file does not have security restrictions placed upon it. The system cannot accept files with security restrictions enabled.
7. Google Chrome and Mozilla Firefox are recommended browser types.