

# Tips for clear and legible scans

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- Use a scanner. **Do NOT submit photographs** of form or documents.
- Scan **one image only on one page** in its original size.
- If you need to highlight anything on the documents, circle or underline them with a **PEN**. **Do NOT use highlighter/pencil**.
- You may not need to scan the documents in the highest/top quality if standard quality suffice. You may scan in Black and White color if it does not affect the clarity of the scanned documents.