

UPLOADING EVIDENCE TO YOUR SRC APPLICATION: EXAM RESULTS, ID INFO (or proof of Identification, school reference, any other requested evidence)

1 Take a photo of each page of evidence . . .

(use a flat surface in a bright location, check all corners are fully visible and that text is clear to read)

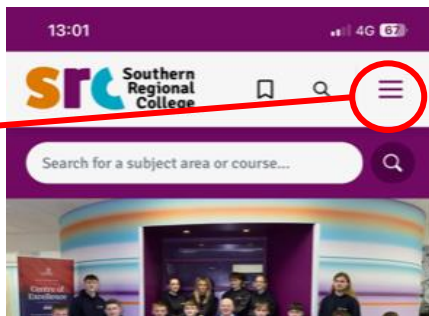


2 Log back in to your SRC Application, click on the Evidence section.

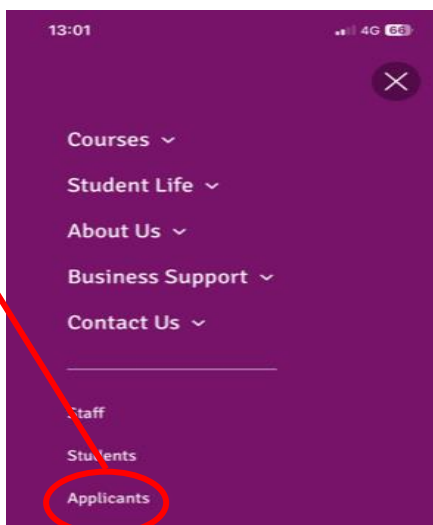
Now, upload each page in turn, choosing the type of evidence being uploaded, eg Exam Results.

Successfully uploaded files will show in a list at the top of the screen. Just to note, you are unable to delete a file once it has been uploaded. **For more detailed instructions, please see below:**

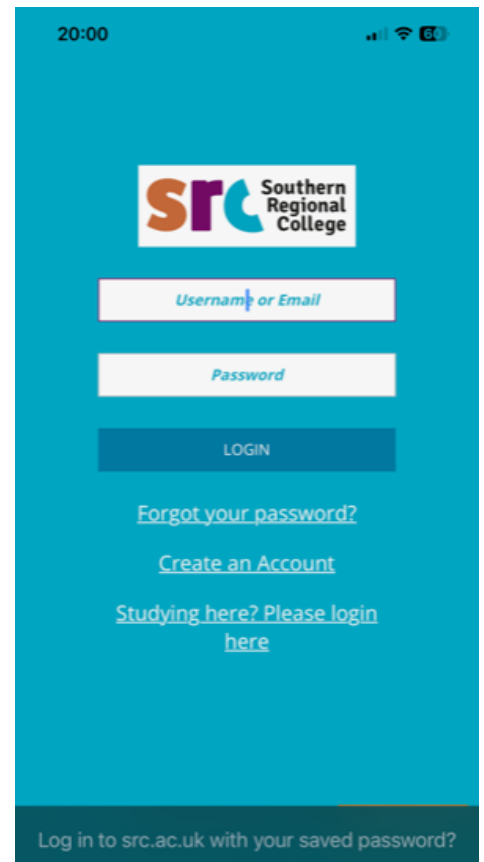
1 Load the SRC website, click the **parallel bars** icon:



Then click the **Applicants** link:



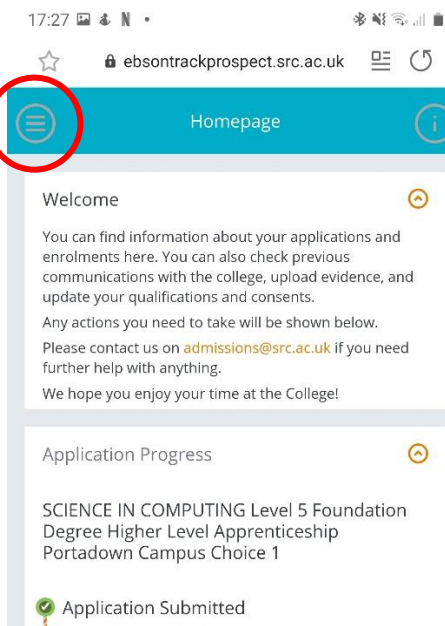
2 Log back into your application, with your username and password.



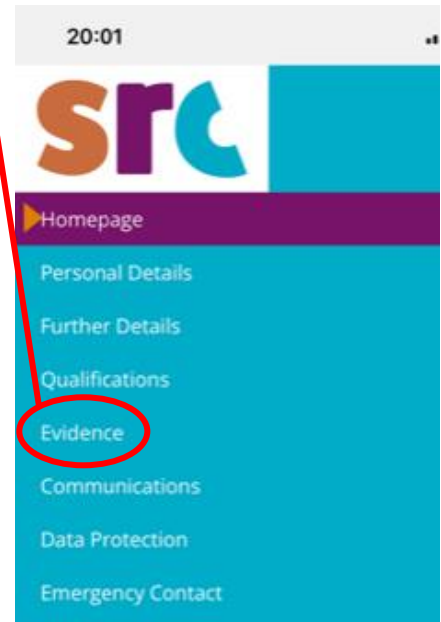
3 If you have any difficulty in get logged back in, email admissions@src.ac.uk, confirming your full name and date of birth.

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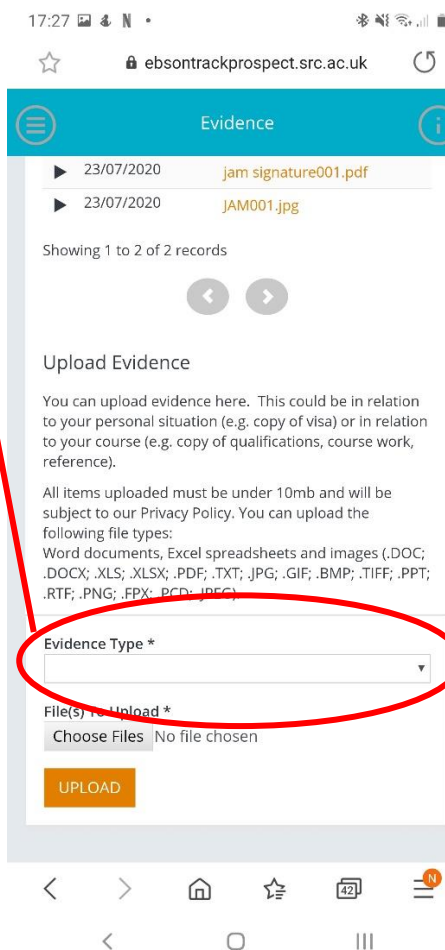
3 At the **Homepage**, click this button to show the various sections



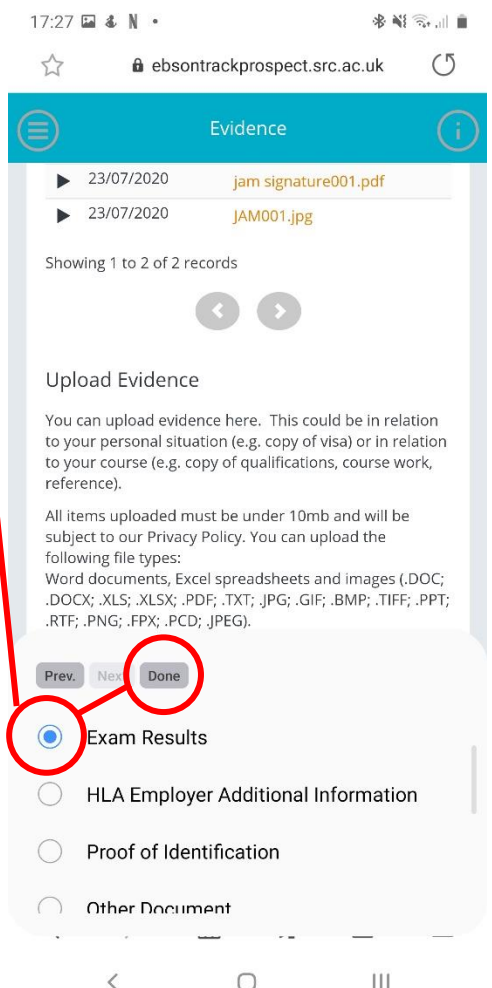
4 Click **Evidence**



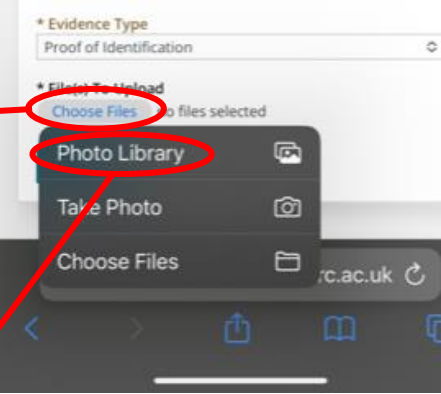
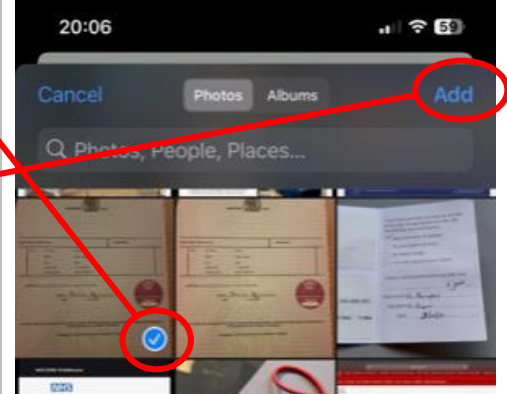
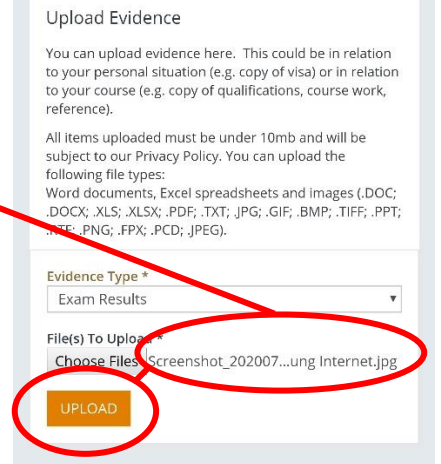
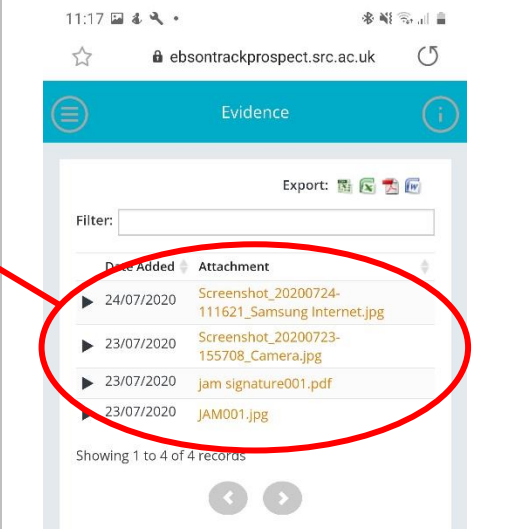
5 Click and choose the **Evidence Type** from the drop down list, eg Exam Result



6 Then click the **Done** button



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<p>7 Now click the Choose Files button and locate the evidence in the Photo Library</p>	 <p>Note that uploaded files cannot be deleted by applicants.</p>	<p>8 Select the evidence for uploading Then click Add</p>	
<p>9 When photo name is shown click the Upload button</p>		<p>10 Uploaded files will appear at the list at the top of the screen</p>	

- 11 Repeat from step 5 above to upload multiple files of different types to your application. **Admissions staff will be in touch by email within 24 hours to confirm details of any offers.**
- 12 If any further issue or query, please email admissions@src.ac.uk confirming your full name and date of birth and staff will be in touch to assist you.