Scanning guidelines for document submissions

All documents for submission to Kochi University (KU) must be scanned and converted into a high-quality PDF document as per the scanning requirements to support their authenticity. Documents that do not meet the requirements below will be rejected.

Preparing documents for scanning

• Ensure the original documents are clean and free of debris.

• Ensure the original documents are straightened out and flat before scanning.

• When preparing documents for scanning, be careful not to damage the paper or obscure the information on the original document.

Scanning equipment

• KU recommends the use of a scanner attached to a printer or copier.

• If using a scanner with a document feeder, be sure that the document remains straight as it moves through the scanner. If not, scan the documents individually on the glass.

• If using a scanner app, align the device directly over the document and not at an angle, so that the image is captured clearly.

Submission process

• PDF (.pdf) is the only acceptable file format for submissions.

• If your original document is double-sided, scan both sides and save them as one file.

Resolution

• Scan original documents a minimum of 300dpi or at the highest resolution possible if your scanner or scanner app has these settings.

• Scan original documents at 100% image size. Do not reduce or expand the scanning settings.

• Scan to fit the page; this process helps to maximize the quality of the scanned image.

• All information on the original must be clear and legible on the scanned copy and any handwritten signature, stamp, or seal impression must be fully visible and readable on the scan.
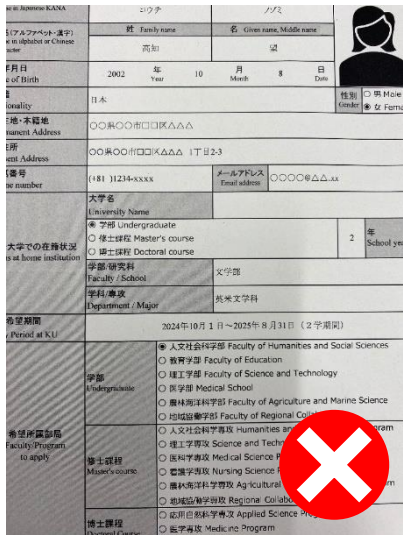
Colour settings

• Scan original coloured documents, such as identification documents, in colour.

• Scan original black and white documents, such as transcripts or letters, in black and white.
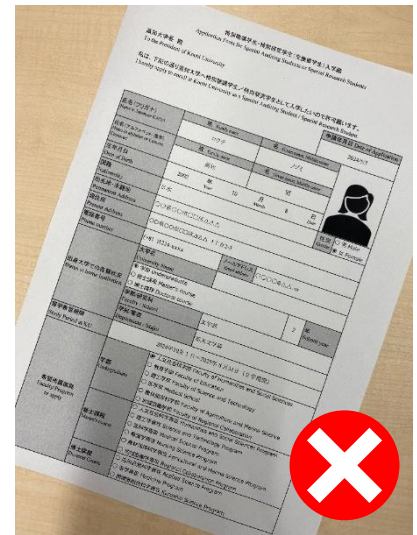
Acceptable scan
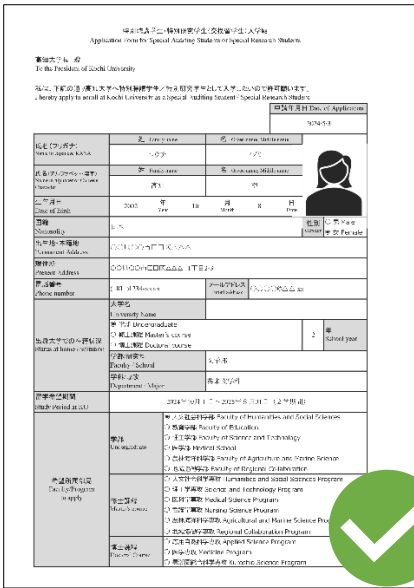
Unacceptable scans

Not scanned to 100% image size

Shadows on document

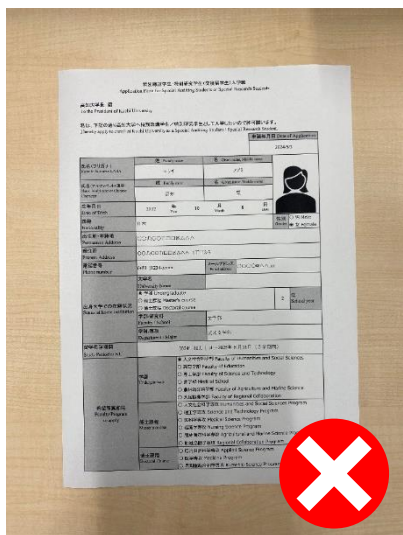### Not straight or aligned

Not scanned to fit the page

Skewed or not scanned directly over the document