Biomedical Career Advancement Program (BCAP) 2019

Online Application: Instructions for Uploading Required Documents

1. Gather all documents required for upload to your BCAP Application:
    - ☐ Official HS Transcript
    - ☐ Personal Career Goals Statement
    - ☐ Two Letters of Recommendation
    - ☐ Student and Parent/Guardian Signature Page

(see our Frequently Asked Questions for more information on what should be contained in these documents)

2. Scan and save all documents individually to your local computer. *(This step is completed outside of the BCAP Online Application portal).*

    Since you will be uploading multiple documents, you will need to scan and save each as a separate file on your local computer, with a different name.

3. Click "*Add File*" in each section of the application for which an upload is required. The first section on this page is High School Transcript.

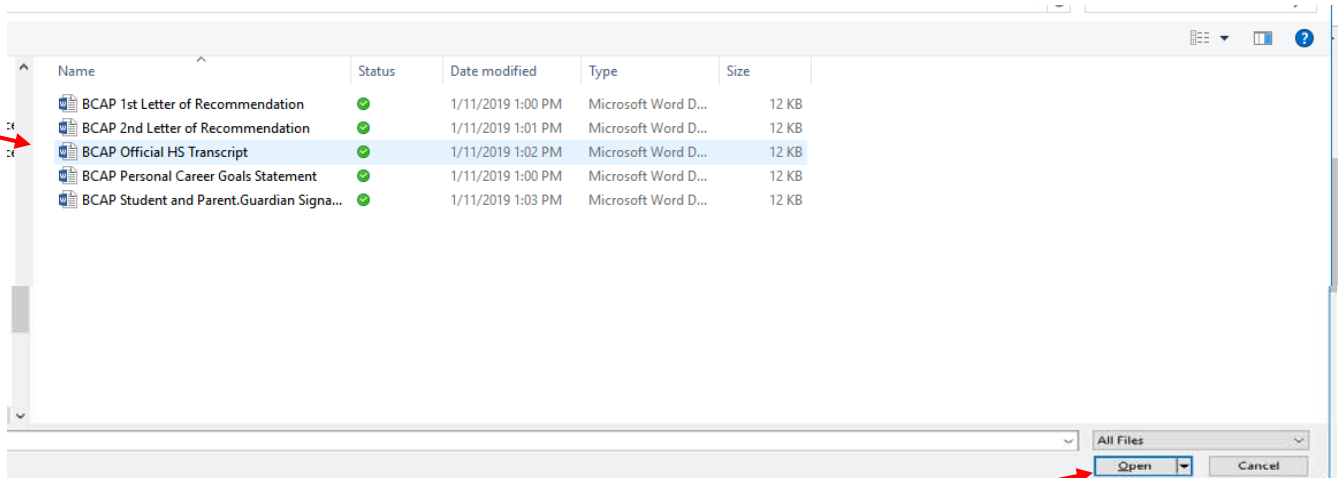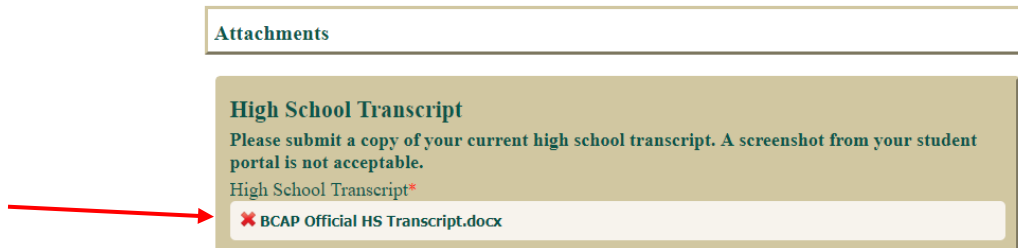4. Your computer will bring up files on your computer. Choose the first file you want to attach by clicking on the document in the list of files. Click "Open"

5. You document will appear in the text box (see below)

6. Repeat steps 3 through 5 for the Personal Career Goals Statement and _each_ Letter of Recommendation.

   After adding those documents, please click "Next" on the bottom-right of the page to proceed to the finalize your application. Once on the Signatures page, repeat the same steps 3 through 5 to upload "***Student & Parent/Guardian Signature Page***".