



Biomedical Career Advancement Program (BCAP) 2019

BCAP Accepted Student Portal: Instructions for Uploading Required Documents

1. Print all documents required for upload to your BCAP Accepted Student Portal:
 - Media Release Form
 - General Release Form
 - Honoraria/Award Data Form
 - W-9 Form (*page 1 only*)

Please review **“BCAP Required Documents Checklist”** for instructions, before completing forms <https://miahec.wayne.edu/southeast/bcap>

2. After completing and signing forms, scan and save all documents individually to your local computer. (*This step is completed outside of the BCAP student portal*).

Since you will be uploading multiple documents, you must 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 student portal for which an upload is required. The first section on this page is *Media Release Form*.

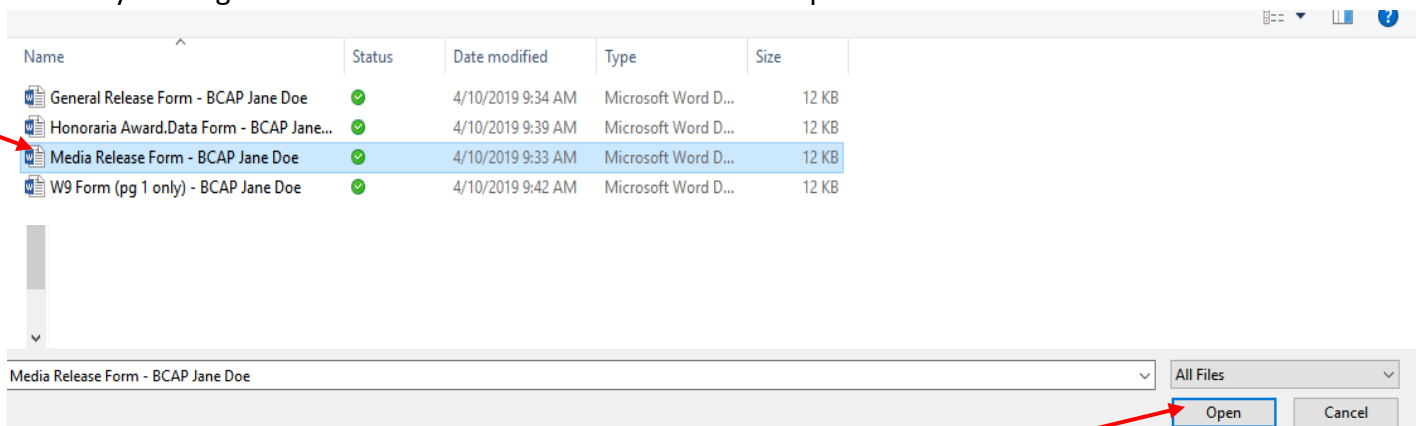
[Click Here](#) to view the **Required Documents Checklist** and print the required documents.

Please upload all required documents for BCAP 2019 below:

Media Release Form*

Add File...

4. Your computer should show saved files on your computer. Choose the first file you want to attach by clicking on the document in the list of files. Click **“Open”**





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- Your document will appear in the text box of the selected section on the student portal (see below)

[Click Here](#) to view the Required Documents Checklist and print the required documents.

Please upload all required documents for BCAP 2019 below:

Media Release Form*

✘ Media Release Form - BCAP Jane Doe.docx

- Repeat steps 3 through 5 for each remaining form: *General Release Form*, *Honoraria/Award Data Form* and *W9 Form* (page 1 only).

After adding each document, please “sign” your name and date the student portal form, by typing the information in to the labeled fields.

Click “Submit” to send your forms to the BCAP Team.

By signing below, I certify that all information in the above uploaded documents is complete, true, and accurate.

Full Name *

Jane Doe

Jane Doe

Date *

04/15/2019

04/15/2019

*- required

Save Submit

After submitting your required forms, please monitor your email for additional updates. You may contact us with questions at bcapgroup@wayne.edu.