



2020 Biomedical Career Advancement Program (BCAP) 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).*

You will be uploading multiple documents. Please 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.

Attachments

High School Transcript

Please submit a copy of your current high school transcript. A screenshot from your student portal is not acceptable.

High School Transcript*

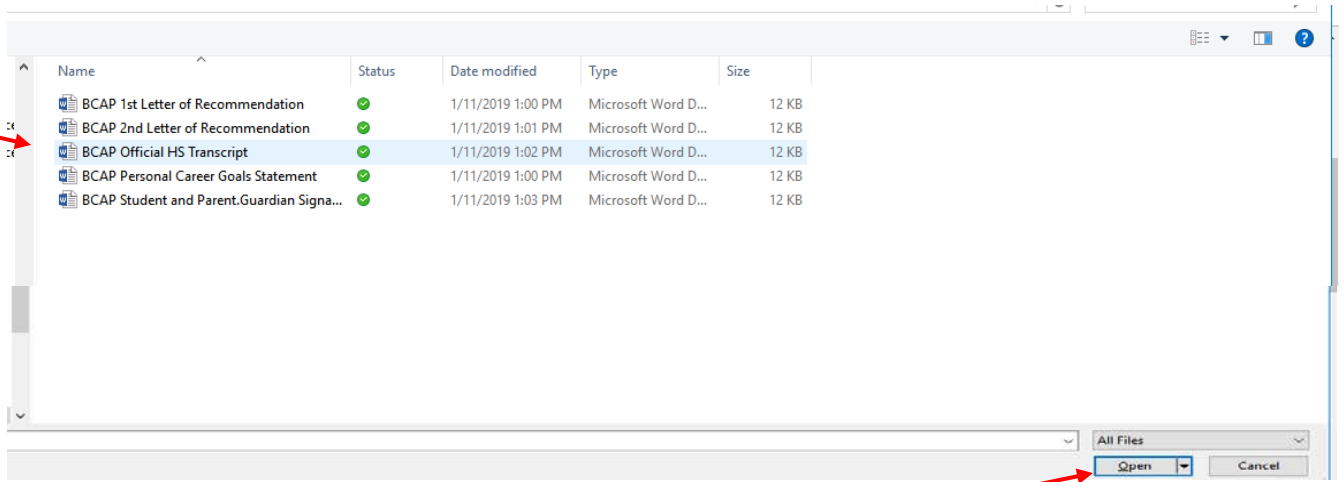
Add File...

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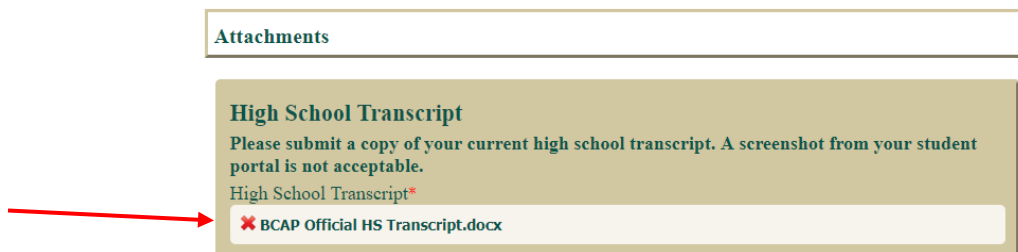


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- Your computer will display saved files. Choose the first file you want to attach by clicking on the document in the list. Click “Open”



- Your document will appear in the text box (see below)



- 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 Signatures page and finalize your application.

On the **Signatures** page, repeat the same steps 3 through 5 to upload “**Student & Parent/Guardian Signature Page**” and “**Submit**”.