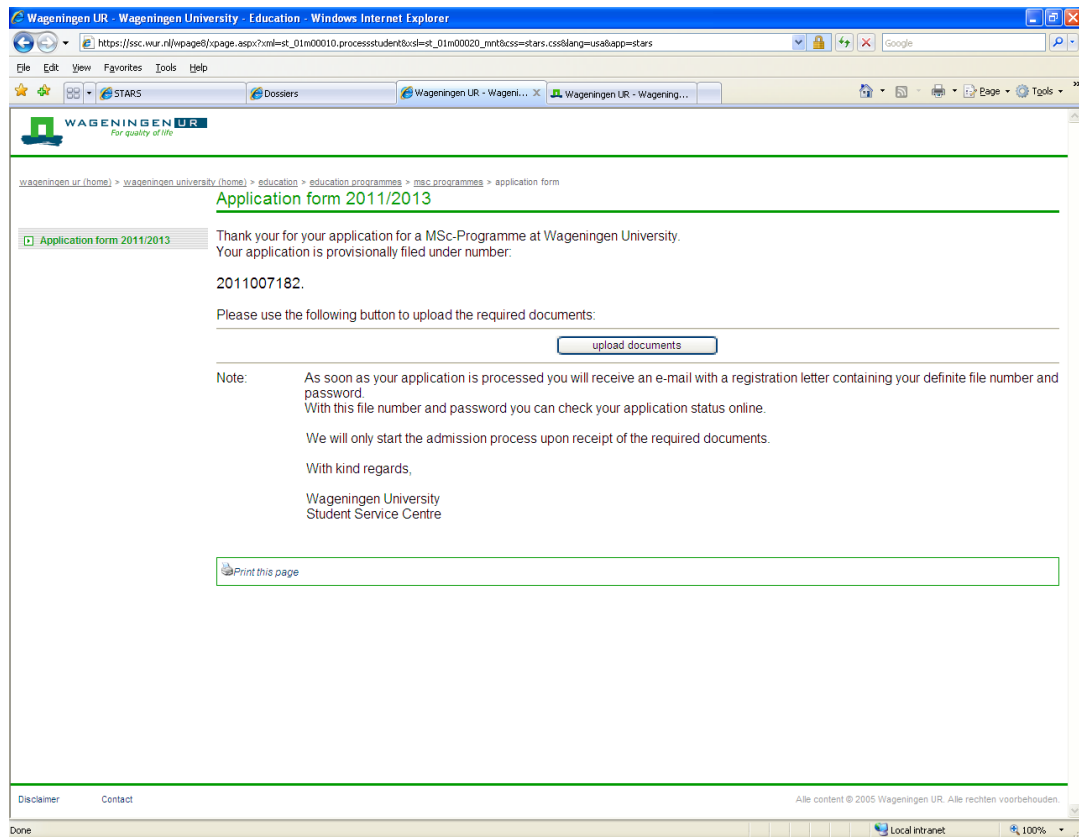


Step-by-step practical guide: How do I upload my documents in STARS?

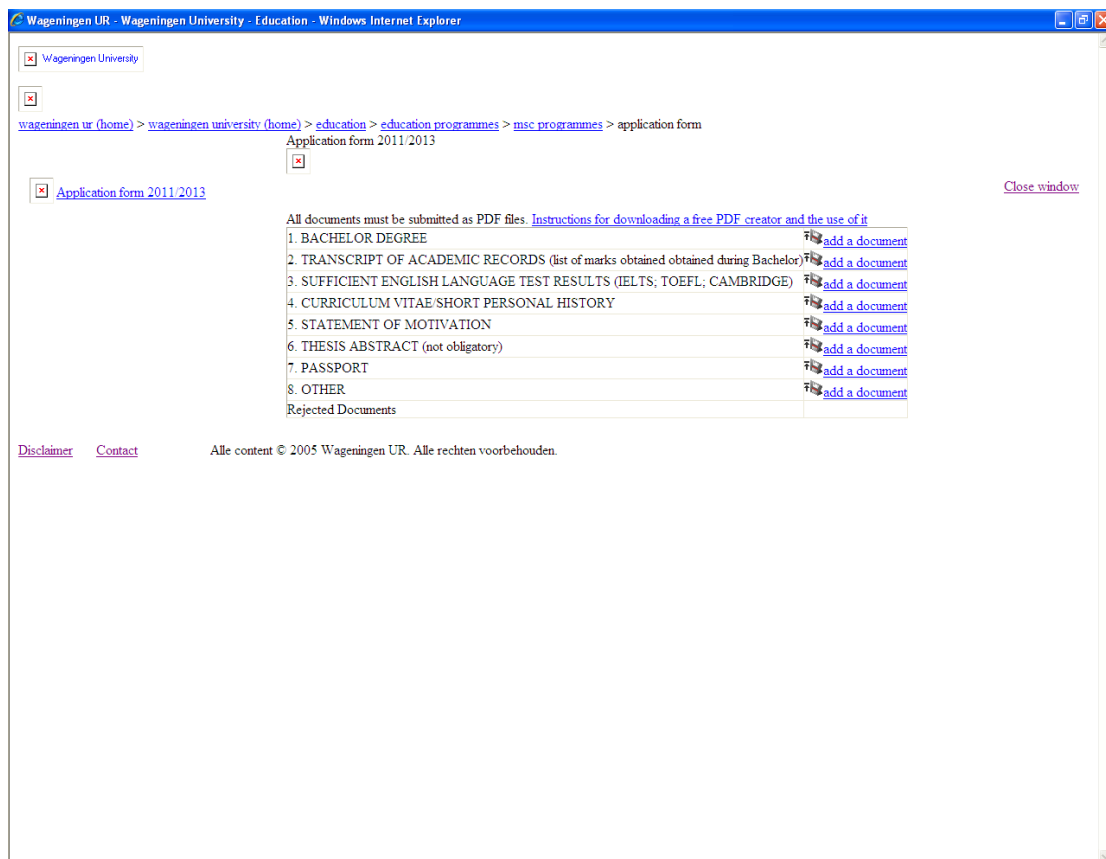
- A) **Preparation:** Make sure you have all required documents ready and saved as PDF file on the computer from which you are applying. Required documents (refer to the [site](#) as well) are:
- An English translation of your bachelor degree, or a statement that you have fulfilled all criteria to obtain it. We can accept temporary bachelor degrees and provisional degrees, but we do not accept character certificates and notifications of result *in lieu* of a bachelor degree. You can apply for the master even if you are still in the process of obtaining your bachelor degree. State on the application form the date that you expect to graduate for the bachelor.
 - An English translation of your *complete* bachelor academic record, mark sheet or student copy with full subject/course description, not just subject codes.
 - A sufficient English proficiency test result, or, if applicable, a statement from your university. Check our requirements for [Dutch](#), [EU](#) or [Non-EU students](#).
 - A motivation letter.
 - A Curriculum Vitae.
 - A copy of your passport showing your personal details and a clear photo. If you do not yet have a passport, please DO NOT upload birth certificates, national ID cards etc. You will be requested to upload your passport at a later moment in time.
 - Any additional documents that might be relevant. This includes for example a master degree and academic records, (Higher National) Diploma and academic records, recommendation letters, substantial trainings and workshops attended, abstract of thesis and published articles etc. Please DO NOT upload computer course certificates, irrelevant diplomas, certificates of short courses and trainings, sponsorship statements etc.

Please make sure that all the files are legible, clear scans of the original documents in PDF file format. For a guide on converting files to PDF format check [this site](#).

- B) **Upload option 1:** Immediately after sending your application form on our site ([link for application September 2011](#)) you will be redirected to a screen which looks like this:



1. Click on the button 'upload documents'. You will see a pop-up screen which approximately looks like this:



- Click on the **add a document** link of the document category to which you want to add a document. For example, if you want to add your Statement of Motivation click on the **add a document** link by 5. STATEMENT OF MOTIVATION. You will see the following screen:

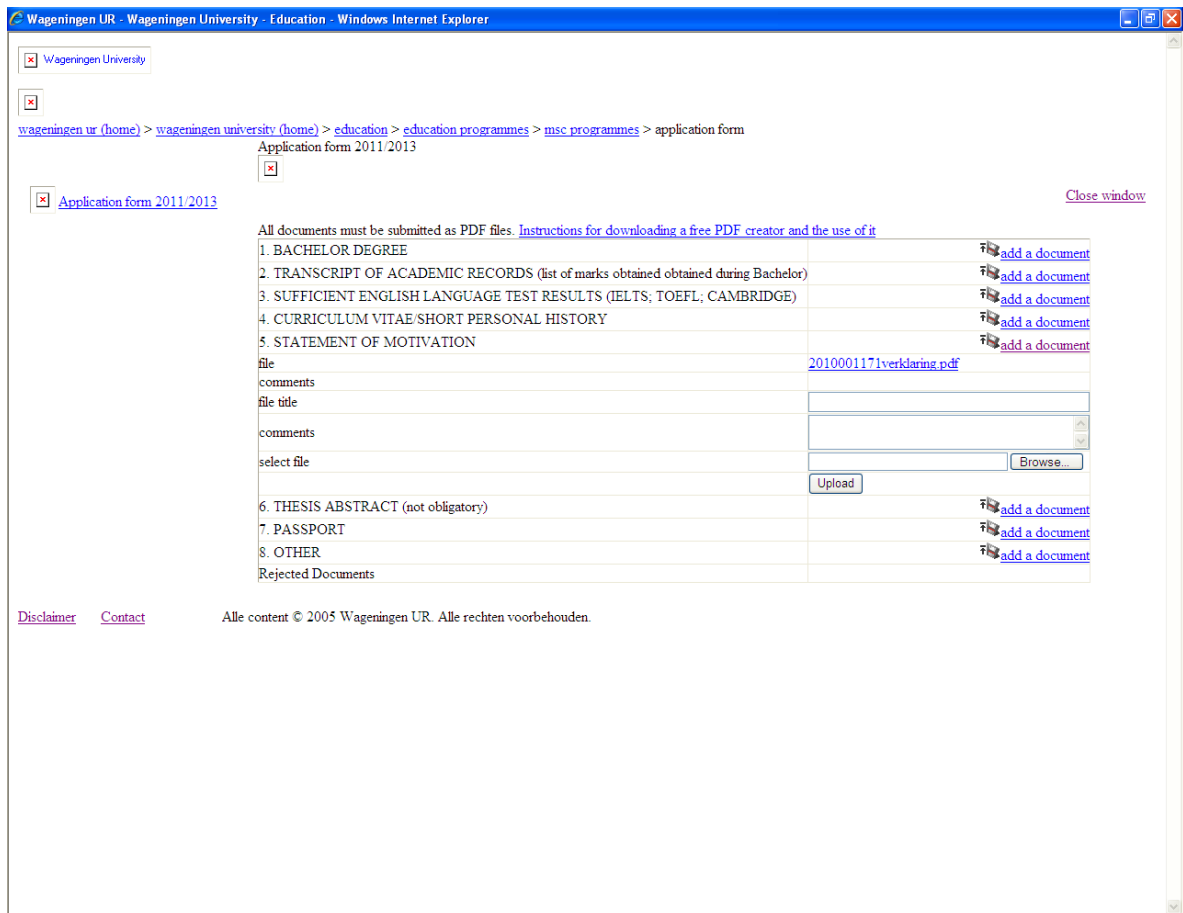
The screenshot shows a web browser window titled "Wageningen UR - Wageningen University - Education - Windows Internet Explorer". The address bar shows the path: [wageningen ur \(home\)](#) > [wageningen university \(home\)](#) > [education](#) > [education programmes](#) > [msc programmes](#) > [application form](#). The page title is "Application form 2011/2013".

Below the title, there is a "Close window" link. The main content area contains the following text: "All documents must be submitted as PDF files. [Instructions for downloading a free PDF creator and the use of it](#)".

1. BACHELOR DEGREE	add a document
2. TRANSCRIPT OF ACADEMIC RECORDS (list of marks obtained during Bachelor)	add a document
3. SUFFICIENT ENGLISH LANGUAGE TEST RESULTS (IELTS; TOEFL; CAMBRIDGE)	add a document
4. CURRICULUM VITAE /SHORT PERSONAL HISTORY	add a document
5. STATEMENT OF MOTIVATION	add a document
file title	<input type="text"/>
comments	<input type="text"/>
select file	<input type="text"/> <input type="button" value="Browse..."/>
	<input type="button" value="Upload"/>
6. THESIS ABSTRACT (not obligatory)	add a document
7. PASSPORT	add a document
8. OTHER	add a document
Rejected Documents	

At the bottom of the page, there are links for [Disclaimer](#) and [Contact](#), and a copyright notice: "Alle content © 2005 Wageningen UR. Alle rechten voorbehouden."

- In the field following *file title* type a title, for example '2011007187motivation'. It is COMPULSORY to fill in this field, otherwise when you upload you will receive an error message stating 'This field cannot be empty!'. In the field: *comments*, add any comments you deem necessary. Click on the **Browse...** button following *select file*. Select the file you want to upload and click on the **Upload** button. An additional field file will now appear below 5. STATEMENT OF MOTIVATION which shows the file you just uploaded:

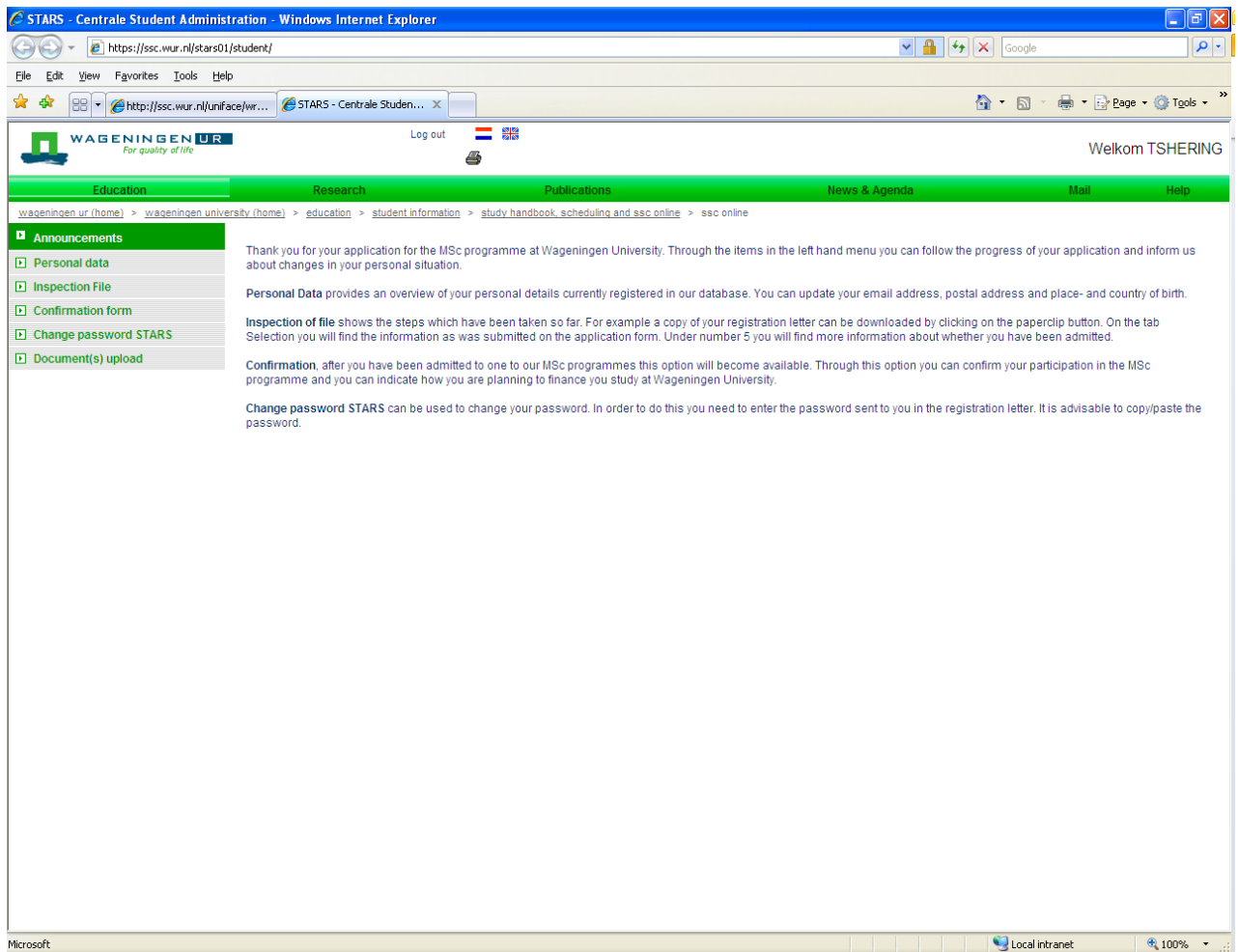


- You then know that the document has been sent to us. It is possible to upload more than one file under each document category. Please name each document consecutively in the field: *file title* e.g. '2011007182marksheet1', '2011007182marksheet2' if you have two pages of your academic records in two separate files.

Please be aware that it might take a few days before we process the documents you have uploaded. Therefore, do NOT upload each document more than once and do not otherwise approach us, unless you receive a message from us stating one or more of your documents are still required or have been rejected.

C) **Upload option 2:** Within three days after application you will receive a registration letter which contains your username and password as well as a list of the documents that are still required. Please do not approach us for the registration information within these three days. If you lose your registration letter, or if you change your password and forget it, send a request through the contact form on our [Questions and Answers site](#).

- With the username and password you can log into your own personal STARS page via [this link](#). After login, you will see the following screen:



2. In the left-hand side column of this page, click on **Document(s) upload**. The same pop-up screen opens as shown in B1 above. Kindly follow the steps B2 to B4 to successfully upload your documents. On this screen you can also see whether documents have been rejected (they appear under the heading '*rejected documents*'). There will be a reason of rejection in the *comments* field.

D) **Checking whether we have received your documents.** Please wait a few days after uploading before checking in STARS whether we have correctly received your documents. On the left-hand side of your personal STARS page (see the print-screen above) click on **Inspection File**. Go to the tab **Selection**. Correctly received documents will have a ✓ in front of them. Documents that we still need to receive, or which have been rejected, are marked with a ✗. Upload the required documents following the steps B2 to B4.

For any further questions, we request you to kindly search on our [Questions and Answers site](#), and only use the contact form if you cannot find the answer.