CLF P16 Enrolment

Uploading documents

The enrolment form requires a number of document uploads to support your enrolment application: ID Photo, Exam Results, Passport (or birth certificate), supporting documents to study in the UK.

These need to be uploaded prior to your enrolment meeting.

NOTE : You will need to bring the original documents with you at enrolment for staff to verify your uploads.

1) Your profile ID Photo to be used for your academy ID card

See the separate sheet on how best to take your ID photo. It will be used on your ID pass and hence needs to represent your daily appearance when you are at the academy *Your lanyard and pass need to be visible at all times when on site.*

Upload section : this is in the **Basic Student Details** section and is the **Avatar**

2) Copy of exam results

This can be a scanned copy or you may find it easier taking a photo. Make sure that the scan/photo clearly shows

- Your name
- The date when the results were obtained
- The full title of the exam and preferably the exam board
- The level/grades that you obtained in each subject

If your exam results are over multiple pages or back to back you can upload multiple scans/photos

Upload section : this is in the **Education** section and is the **Exam Results** section at the bottom.

Copy of exam results

3) Passport or birth certificate showing your legal name and date of birth

Again this can be a scan or a photo but **must show all relevant details clearly**. A passport is preferred for this as for British Citizens it also indicates your eligibility to study as a funded student in the UK.

For the passport you only need to upload a copy of inner page 2 (see example below)

Upload section : this is in the **Education** section and is the **Exam Results** section at the bottom

Documentation for additional Support

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4) Additional Uploads – this will be used to support eligibility to study in UK.

This may be used to give additional documents to support study in the UK. Examples are Student Visa, Right to remain if EU citizen, Asylum documents, etc.

Upload section : this is in the **Education** section and is the **Exam Results** section at the bottom

Documentation for additional Support

Uploading Scan or Photo

Uploading Files to your profile can be down in different ways.

a) Photo directly from a phone or tablet

1. If you have taken a photo then this can be uploaded by logging into **Applica+** on that device. https://clfp16.applicaa.com
2. Go to the section where the upload is required and click on **Choose File**
3. This will give you a list of options : Select **Photo Library**
4. This will take you to the area on your phone/tablet where your photos are stored. Select the photo you want from your photos and then select **Choose**
5. The photo will now be uploaded to that section of your profile.
6. Scroll down to the end of the section and click on **Save & Next**
   Important : it will only save if ALL the compulsory sections have been completed as well
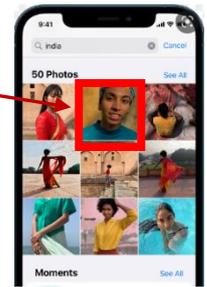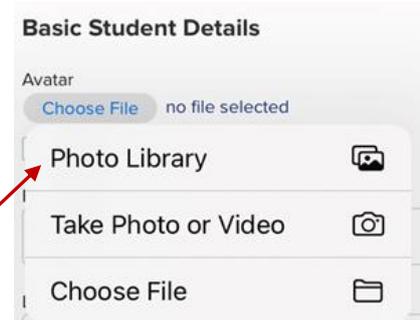
b) Scan (or saved picture) from pc or laptop

1. Log into **Applica+** on your pc or laptop https://clfp16.applicaa.com
2. Go to the section that you what to upload the scan or saved picture
3. Click on **Choose file**
4. Search to find the required file. Select it and click **Open.** This will upload the file to that section.
5. If you need to upload another scan/picture to this section click on the **+ Add** section and repeat steps 3 and 4
6. When finished scroll down to the end of the section and click on **Save & Next**
   Important : it will only save if ALL the compulsory sections have been completed as well