



International Services

The Tampa Office of International Services is now located in BEH 255. Please see our [contact page](#) for more details and the new walk-in schedule for services.

[Main](#)[New Students](#)[Current Students](#)[J Scholars](#)[Faculty & Staff](#)

Document Imaging

The following information will aid you in converting your paper documents into electronic files that can be uploaded through the iStart international student & scholar system.

Imaging Guidelines

Please adhere to the following guidelines when converting your paper documents to electronic images. If a submitted document does not meet the guidelines you will be asked to resubmit the document.

- Acceptable file types include PDF, JPG, GIF, and PNG. (PDF or JPG are preferred)
- Unless otherwise specified, multipage documents should be converted into one PDF file that includes all pages.
- Document images must be legible
 - Passport pictures must be clear
 - Important information such as passport numbers, visa numbers, dates, etc must be easy to read
- Color images are preferred. Black & white or grayscale images are also acceptable unless otherwise specified
- Rotate images so they are oriented correctly (not upside-down)
- Please crop images so unnecessary background content is kept to a minimum
- File sizes for most documents should be well under 1MB in size. Please do not exceed 5 MB.

Imaging Options

- **Photographing your document:** A smart phone or digital camera may be used to take a picture of your document which can then be transferred to your computer and uploaded to iStart. In addition to the imaging guidelines above, please see the following tips:
 - Place the document on a plain, contrasting background so the edges of the document are clear
 - Place the camera as close to and directly above the document as possible while making sure to get the entire document
 - Ensure that the camera focuses correctly on the document so the photo is in focus
 - Pay close attention to any reflections or shadows that may make the document hard to read
- **Scanning your document:** Many people have access to desktop scanners or copy machines that have scanning functions. In addition, the office of International Services offers student use computers with scanners in the welcome area located in BEH 255. Please adhere to the imaging guidelines above and see the following tips.
 - When possible set the scanning resolution to 200 to 300 dpi (dots per inch). Higher resolutions will result in unnecessarily large files.
 - Scan directly to a PDF file type if available

Security Tips

- YOU ARE RESPONSIBLE for removing any personal files you may have saved on public use computers. Be sure to delete your files and also empty the Recycling Bin before leaving the computer.

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