

Applications containing missing or incorrect documentations will **not** be screened. Below are **common mistakes** made with physical documents. Please make sure to read the Application Guidelines (on the E-Track website) thoroughly when completing your application.

- Certain documents must be original or certified copies, **not photocopied versions** of originals or certified copies. Refer to the Application Guidelines.
- Documents with a notary stamp **must** state (**in writing**) that the document is a "true copy of the original".
- The letter of recommendation **must** be either the **original document** or a document **sent from the domain of the school**. Even certified copies of this letter will **not** be accepted.
- The stamp on the translated document must be the **translator's** stamp. Make sure to verify that the translator has used their personal stamp.
- The translator must **not** stamp the **original-language documents**. This will render the original-language documents **invalid**.
- All documents must **ARRIVE** at the admissions office before the deadline. Delays have been known to occur in the issuance and postage of documents. Please attempt to submit your application **well before** the deadline.