

## Online Immigration Application Tip Sheet

### 1. GcKey Account

When choosing a username and password, we recommend using your Dalhousie Net ID and password. This will ensure you don't FORGET your GcKey and password.

### 2. Clear Cache in your Browser

Whether you are using Chrome, Firefox or Edge always clear the Cache in your browser to prevent online issues when login into your IRCC secure account (GcKey Account).

### 3. Download Adobe Acrobat Reader

To read the IMM 5710 or IMM 5709 form you must have the latest version of Adobe Reader for Windows, Mac or Linux. Visit [http://adobe.com/go/reader\\_download](http://adobe.com/go/reader_download).

### 4. Passport

You need to scan your passport pages with photos, visas, stamps and signatures. If you have more than one passport, scan both (*all pages must be saved in one PDF file*).

### 5. Merge PDF Files

To merge PDF files please go to <https://combinepdf.com/>  
Please make sure all your support documents are no bigger than 4 MB in size.

### 6. Compress PDF Files

If you need assistance with reducing the size of PDF documents, please go to [https://www.ilovepdf.com/compress\\_pdf](https://www.ilovepdf.com/compress_pdf)

### 7. Digital photo – 420x540 pixels, Max 4MB (see example below). Use your cellphone to take a digital photo of yourself.



Head and shoulders, do not smile. Do not scan a photo of yourself.