Tip Sheet

1. **Explorer Browser**
   The IRCC website prefers applicants to use Explorer browser. To download Explorer, please go to https://software.library.dal.ca/index.php Dalhousie Login is required.
   Microsoft Office for Windows - Students

2. **Download Adobe Acrobat Reader**
   To read the IMM 5710/5709/ 5257 any IMM form you must have the latest version of Adobe Reader for Windows, Mac or Linux. Visit http://adobe.com/go/reader_download.
   For assistance with Adobe Reader visit http://www.adobe.com/go/acrreader.

3. **How to Merge PDFs**
   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.
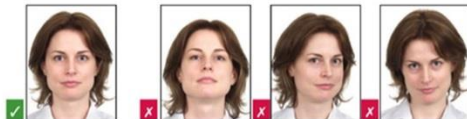
4. **Online Account**
   When choosing a username and password, we recommend using your Dalhousie Net ID and password. This will help you never FORGET your **Online Account** username and password.

5. **Scanned Passport**
   You need to scan your passport (only pages with stamps, visas, photos) and also include a scanned copy of your study permit (*all pages must be saved in one PDF file*).

   To create one PDF file, merge the pages of your passport. To merge PDF files please go to https://combinepdf.com/   ***Max 4MB in size or it will not upload.***

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

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

7. **Document Size**   Compress your documents https://smallpdf.com/compress-pdf

8. **Killam HELP DESK**
   If you need assistance with reducing the size of documents or merging pdfs, jpegs, visit the Killam HELP DESK-main floor learning commons of the Killam Library.