

Instruction for the creation of files which can be uploaded

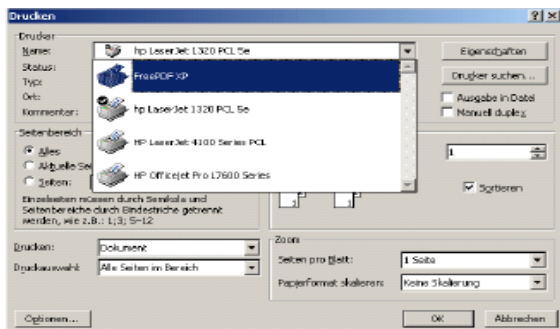
Exclusively PDF files can be uploaded in movein. In case you have scanned in a multipage document (e. g. Academic Report) or your file is not in the PDF file format (e. g. Word file) you can create PDF files by using free software (Free PDF). These PDF files can then be uploaded in movein.

Taking the free software „FreePDF“(<http://freepdfxp.de/index.html>) as an example, we want to inform you how to create PDF files.

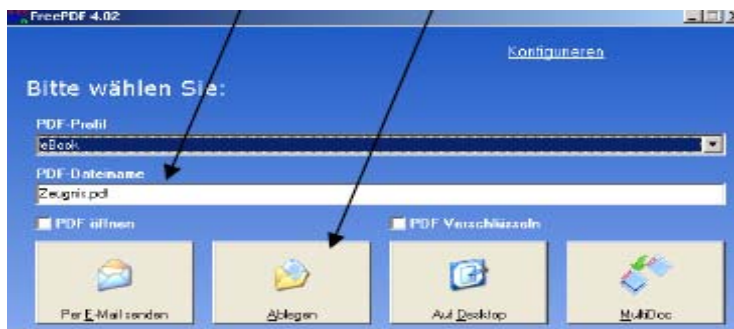
After having installed FreePDF (<http://freepdfxp.de/xpDownload.html>) as printer you can „print“ a PDF file by using this programme.

Please open the file you want to print and follow the following steps:

1. Choose the option „FreePDF XP“ in the print dialog box.



2. Name the file and save it.



In order to combine several files into one file, please go on as follows:



- a. After having followed step 1 and step 2 do not save the PDF file, but choose the option „MultiDoc“.
- b. Documents which consist of several files have to be combined into one file as described in step 1 and step 2.
- c. Save the created PDF file in a folder on the hard disk of your computer.

Instruction for uploading the created files

After you have saved the PDF files locally on your computer you can upload these documents separately.

1. After you have completely filled in the application form in the Online Application Portal move in you have to upload your documents as files in the menu item *Upload Area*.
2. Please press the *Search* button. A window will open where you can first choose the file path and afterwards the file.
3. First click on the PDF file you want to upload and then on the *Open* button.
4. The desired file will be „marked“ for uploading.
5. Please click on the *Next* button. You will find the uploaded document in the menu item *Upload Area*.

You can check the uploaded file again in the menu item *Upload Area* at any time by clicking on the file (in the format:...PDF). If you determine that you have uploaded the wrong file, you can replace it by another file as follows:

- Please click on the button *Modify* and start again with the upload procedure as described from no. 2 onwards.

Please observe:

- Every file has to be created individually and uploaded separately (e. g. a one-page Curriculum Vitae), unless you want to upload files which belong together (e. g. a multipage Academic Report). Files which belong together must be combined into one file.
- All documents must be in the PDF file format and must not exceed the file size of 500 KByte.

If you have completely filled in the online application form and uploaded the PDF files, you can now send us the online application form including the uploaded documents by clicking on the *Send Application* button.