

## Sending Documents to NALP – Useful Tips

Please review the guidance below when sending electronic documents to NALP to ensure that your request is dealt with as efficiently as possible.

Electronic documents such as:

- RPL applications and associated documents (e.g. degree transcript)
- RA/SC requests form and associated evidence (e.g. GP fit note)
- Evidence of professional experience for Membership

should be sent in a **PDF format** which is **clear, readable, and accessible**.

(Please note: *assignments* must always be submitted in Word format)

If your document only exists in physical form (i.e. on printed paper), you will need to create a good quality electronic copy of your paper document and save it as a PDF file.

You can create an electronic copy of your paper document using:

- **A flatbed scanner**

Many printers have a built-in scanner, and this will give the best result.

- **Your smartphone**

**On iPhone**, a scan can be made using the built-in Notes app by opening a new note > selecting the paperclip > selecting 'Scan Documents'.

**On Android** you can create a scan by opening the pre-installed Google Drive app > tapping the plus (+) sign, selecting 'Scan', taking a photo of your document, and saving this as a PDF.

Alternatively, there are many free scanning apps available for smartphones such as Microsoft Lens or Adobe Scan.

Please follow the practice below to ensure that the scan you take of your document is of sufficient quality:

- Align the document on a flat surface with good lighting, ensuring there are no shadows or folds on the paper.
- Hold your phone directly above the document, not at an angle. The image should be in focus and not blurred.
- Crop and straighten your scanned document if needed (most apps have this ability).
- Please ensure reasonable contrast i.e. make the text dark and the page light - you can adjust this in the app before saving.
- If your document has more than one page, combine related pages together into one document, ensuring pages are in the correct order.
- Save your document with a descriptive file name including your name and contents, e.g. *JGreen\_LLB\_Transcript* or *JGreen\_FitNote\_Jan2026*
- Save your scanned document in a file that is small enough to send/receive easily by email, but large enough that the content may be read.
- If you have any difficulties, there are many online tutorials for both iPhone and Android.

Taking these steps will help to ensure that we can consider your request and respond in a timely manner.