

## **ICEP Peru—Student ID:**

Please submit a copy of your Student ID. A letter from your school or a copy of your report card can be uploaded if you do not have a student ID. Our host partners use these IDs to get tickets to museums and other venues for the group.

### **How to upload this document:**

- Scan the student ID/letter/report card and save it as a .pdf file.
- Go to the Document Center under the Additional Options menu.
- Under the Downloadable Forms section on the right side of the screen, look under the .ICEP Participant heading.
- Select the "Upload" icon to the right of the Student ID link.
- Select participant's name.
- Then use the Select field to find the file on your computer.
- Once you've selected your file, click the Upload Document button.

You will receive a message that your action was completed successfully once the file uploads. Allow our office a few days to process the uploaded file. This item will then be removed from your Task List.

Thank you!