Photo ID Image Upload

1. Taking your Student Photo please see guideline below

Courtesy passport office Ireland

2. Login to your student account using the Username and password provided in the Acknowledgment letter you received from us
3. In "Personal" click on "Choose File"
4. Select your Photo and click "OK"
5. Click on "Upload" - your photo is now uploaded

Document/Sample Artwork Upload

1. Login to your student account using the Username and password provided in the Acknowledgment le 🟢 you received from us
2. In "Documents" use drop down "Choose File to Upload"
3. Select "Choose File" and select the file(s) you want to upload into your student account
4. Click on "Upload" - your files are now uploaded