INTERNATIONAL ADMISSIONS – DOCUMENT ACCEPTANCE

Herkimer College accepts scanned documents as part of the international application for admissions. However, we reserve the right to require original documents if needed for any reason.

These documents must be submitted via international@herkimer.edu within the following guidelines.

- Documents must be scanned/imaged from the original document
- Documents must be scanned/imaged in color if the document has embossed seals colored ink
- Documents must be complete. Applicants must ensure no part or pages of the document are missing; where a document has stamps, seals or text must be scanned/imaged
- Documents must be clear and usable
- Documents must be scanned/imaged at the original size
- Documents must be in one of the following formats: pdf, jpg, jpeg, or tiff
- Unreadable documents will be required to be re-scanned/re-imaged which may result in a delay in the application being assessed. If an applicant is unable to scan/image documents effectively then the college will accept a hard-copy original document or correctly certified copy of the original
- Scans from a faxed copy are not accepted.

Original documents must be presented upon arrival at Herkimer College. Students who do not comply will not be allowed to register for classes, and may be sent home. All documents presented for admission become the property of Herkimer College, and will not be returned.