**Submitting Your LSLS Application via FTP**

When you complete your LSLS application, you will likely have more than one .pdf file. To ensure that all portions of your application are uploaded together, the Academy requires that you save your application as a .zip folder.

To save to a .zip folder:

- Start by creating a main folder where you keep all of your LSLS application attachments.
- **The main folder name should be titled as follows: Last name, First name (see green arrow below).**
- Within this folder, save your application pieces as individual .pdf files. Any attachments requiring more than one copy (e.g. Attachments C-3, F-1 etc.) should be saved in sub-folders labeled with the attachment name (pictured below).
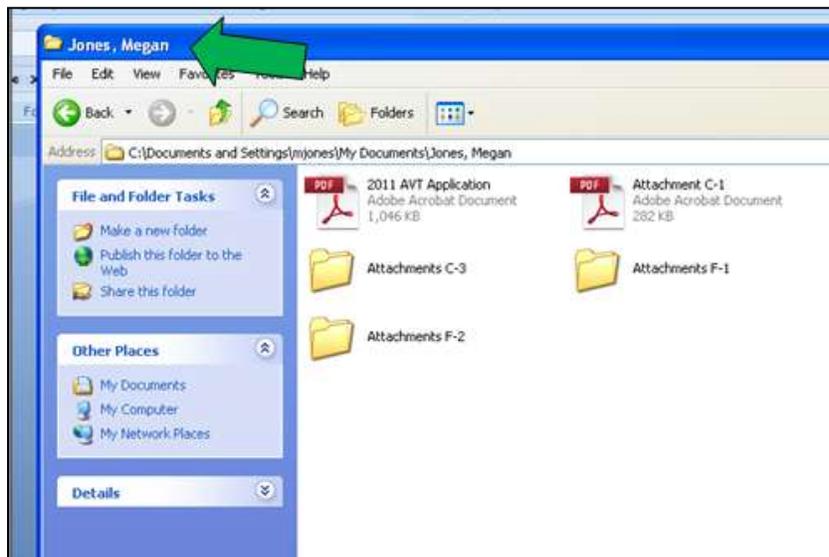

Once all of your files are in the main application folder, (the Last name, First name folder), save them to a .zip folder. Go back to where you have saved the main folder (this may be under My Documents, on the Desktop, etc.).

Right-click the main folder, select "Send To", and select "Compressed (zipped) folder"
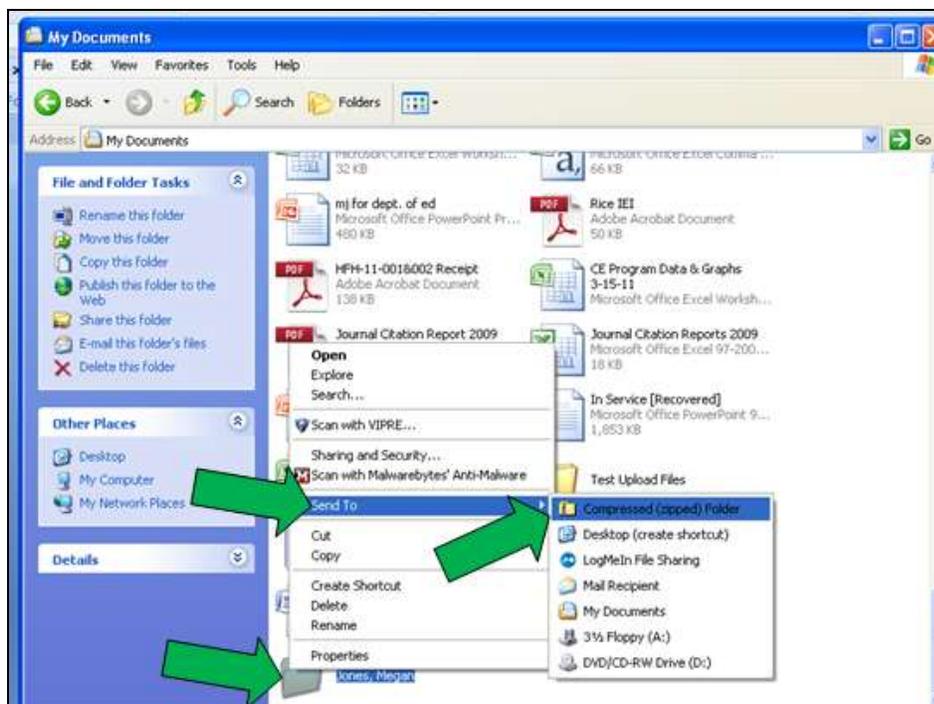
Once your folder has been "zipped," it will appear in your documents as Last name, First name with an icon that looks like a zipper (see below).
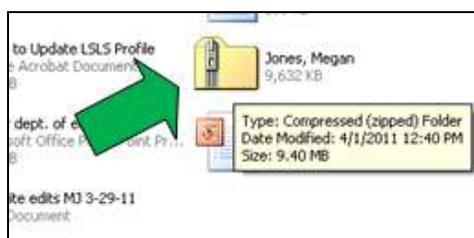
Once you have zipped your folder, you're ready to upload to the Academy's secure FTP site!

Go to http://Files8.cyberlynk.net/client

Log in with the following information:

UserName: **Acad_Apply**

Password: **Acad_Apply**

After signing in, the screen will show your computer's files on the left side (Under the heading "Local System." Folders appear at the top of the list, with documents that are not in folders below that. The right side of the screen (labeled "Remote System") will be blank.

Select your compressed file from your Local System list on the left hand side.

IMPORTANT NOTE: You will likely see two files labeled as Last name, First name. One will be the folder your original documents are in, and the other, farther down the list, will look like a regular document (not a folder) labeled Last name, First name.zip. *Please be sure to upload only the .zip file you just created.*

Double click the file and the upload process will begin. Once the file has finished transferring, you will see a box that says "File transfer complete." The box at the bottom of the screen will also display the message "Uploaded file Last name, First name.zip to /" (see green arrow).
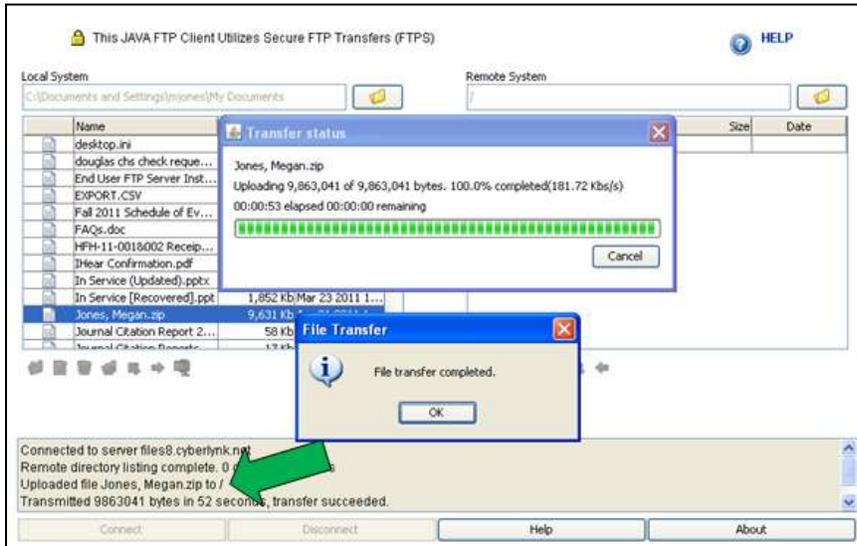
IMPORTANT NOTE: You will not be able to see your uploaded file in the Remote System directory on the left hand side. This is measure is to ensure the privacy of all LSLS applicants. You can tell that your file has been uploaded when the dialog box at the bottom of the screen displays the "Uploaded file" message (at the green arrow above). **An Academy staff member will also send you an email to confirm that your application has been received.**

*All applications must be uploaded by the application deadline as stated on the AG Bell Academy's website. Late applications will not be reviewed until the next available application deadline, without exception.