

Guidelines for uploading signature on GPSP2.0

Step 1: Scanning the Signature

Sign your name clearly on a plain white piece of paper using **Black** or **dark Blue ink**.

Take a well-lit photo of the signature or scan it.

Step 2: Editing in Paint

Open the signature file in Paint.

Use the crop tool to draw a rectangular box around the signature. Click Crop. Ensure that the signature covers 80–85% of the rectangular box in the application. If the background looks grey, use remove background icon on the toolbar to remove background and also remove any stray marks or shadows around the ink. Save as JPG and upload it on the portal.

If your final file is too large for the embassy portal, please compress the size and try again. Generally, you should be able to upload up to **100 KB** for signature.

Sample:

