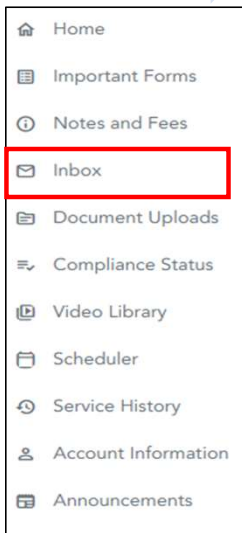


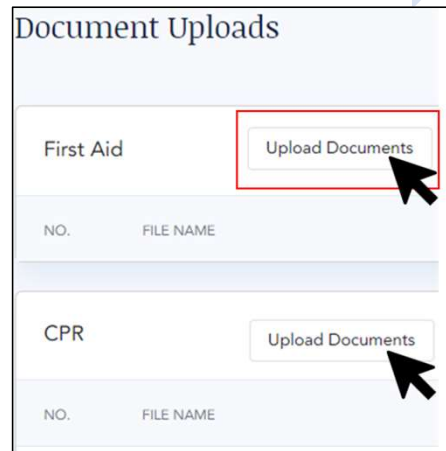
### Pending Status – Next Steps

#### Step 1 - Inbox



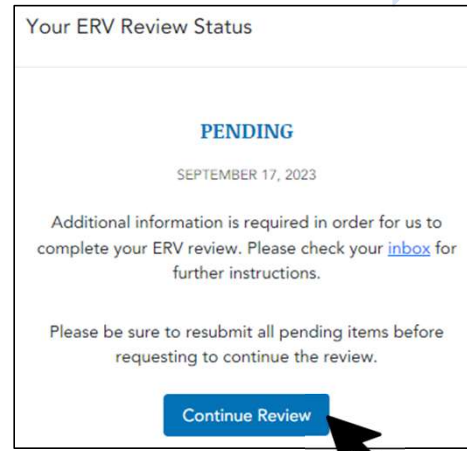
Go through the detailed Pending note by the Verified Team in your **INBOX**

#### Step 2 – Document Uploads



Upload the documents in their respective folders.

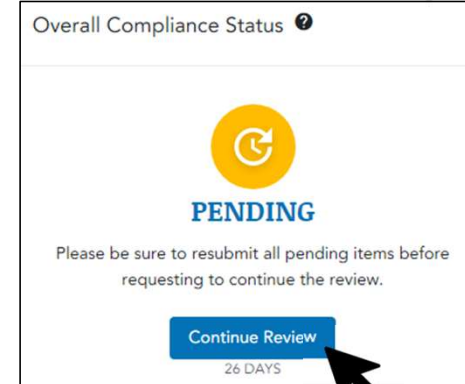
#### Step 3 – Home Page



Finish submission by clicking **“Continue Review”** on the **“Home”** Page.

**OR**

#### Step 3 – Compliance Status



Finish submission by clicking **“Continue Review”** on the **“Compliance Status”** Page.

**Please Note:** Our team will update your profile in 3-5 Business days.

Follow the steps to complete your Pending Document Submission

**Expiry date:** Effective Jan 15th, 2024. We will allow a 3-week time-period for the student to remain in a **pending** status to allow them to update their items without charge. If the student has not updated their document(s) within this time frame, their profile will automatically change to a “**Fail**”. They will need to book a follow-up review to have their items reviewed. This will affect all students who are currently in a pending status.