

Guidelines to upload files

- All documents should be in PDF format. If you need to create a PDF file, we recommend that you use [PDF Maker](#) (it is free) since this programme produces PDFs which are compatible with the FIFA Master Online Application form.
- For each document, please do as follows: 1) Click on “Choose a file...”, 2) Click on the “upload” blue button – if you do not click on this button, your document will not be uploaded.
- If you encounter problems when uploading files, please check the following points:
 - **Have you ever saved your application?**

It is mandatory to have saved your application at least once before being able to upload files.
 - **Is the size of the file you are trying to upload 9 Mega or more?**

The size of the file must be maximum 9 Mega. Is your file a valid PDF file? A proper functioning of the application cannot be guaranteed if the PDF files were not created using Adobe Acrobat www.adobe.com. We also recommend that you use PDF Maker’ (see above)
 - **Does your file name contain any accents, special characters and/or spaces?**

Only file names containing the following characters are accepted:
ABCDEFGHIJKLMNOPQRSTUVWXYZ0123456789 abcdefghijklmnopqrstuvwxyz_
A file cannot have any spaces in it. For example, a file named “CV John Smith” will not be accepted. However, using underscores will be accepted (“CV_John_Smith”).
 - **Are you using a modern browser?**

Some older browser versions do not have the required features to upload files onto the application. We recommend that you use the latest version of Chrome, Firefox, Edge, Safari or Opera.
- If you have any specific information you wish to add, then please include this in the box.
- IMPORTANT: Remember to save your application regularly by clicking on the “Save Draft” button.
- If the problem persists, please e-mail fifamaster.admin@cies.ch indicating the name of the field, the browser you are using and its version and the version of your operating system (Windows 10 and 11, Mac OS 12 (Monterey) or later).