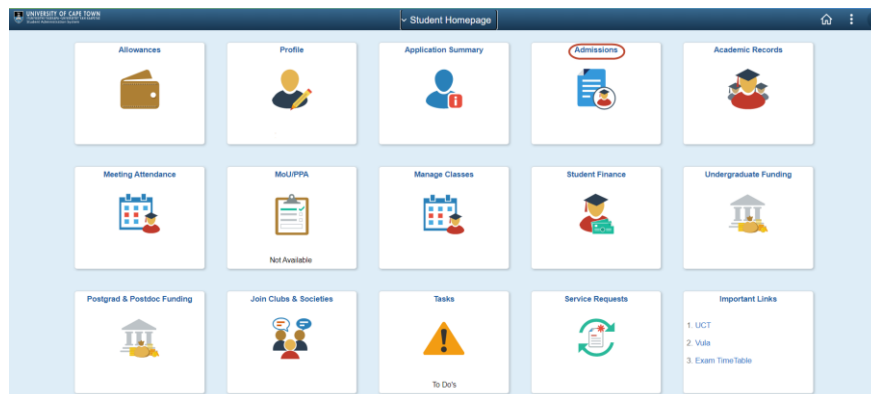
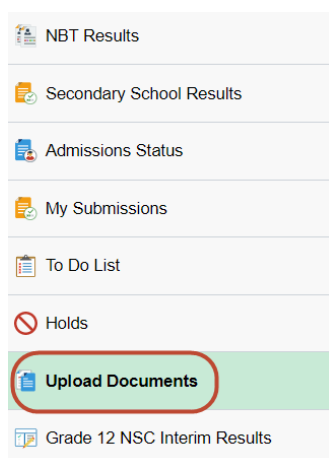


## Uploading Supporting Documents via PeopleSoft Self-Service

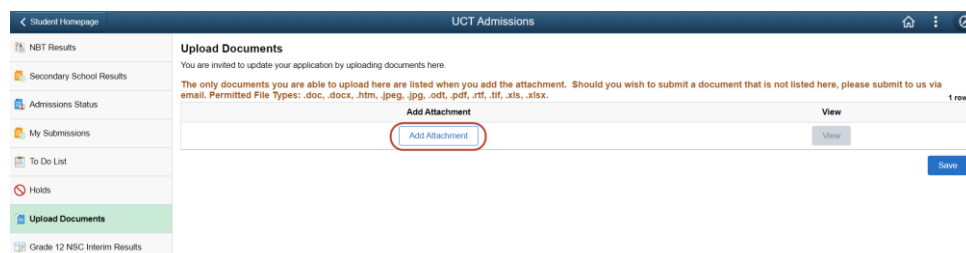
- Log into your [Student Homepage](#) with your username and password



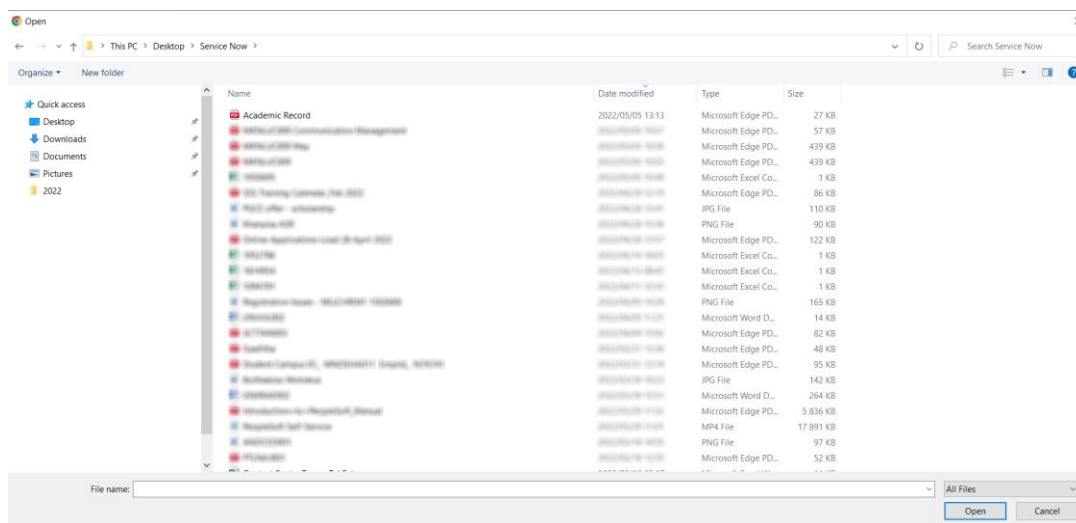
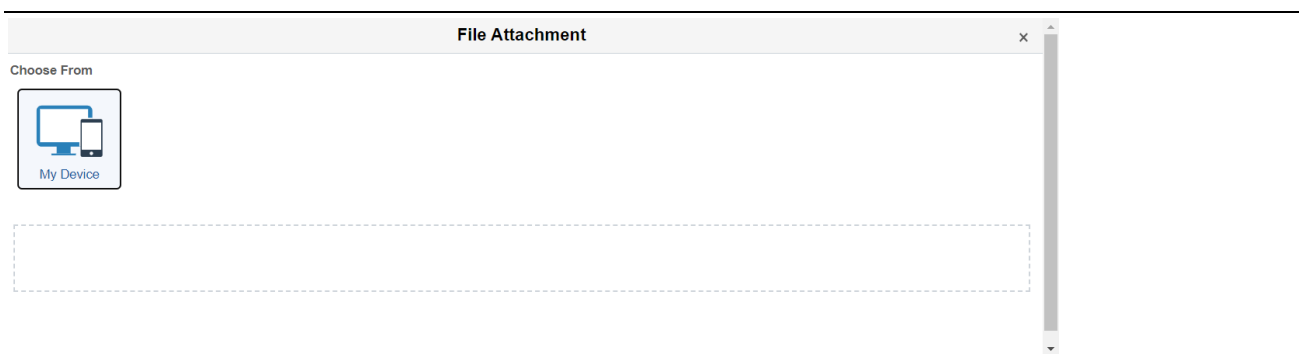
- Click on the **Admissions** tile



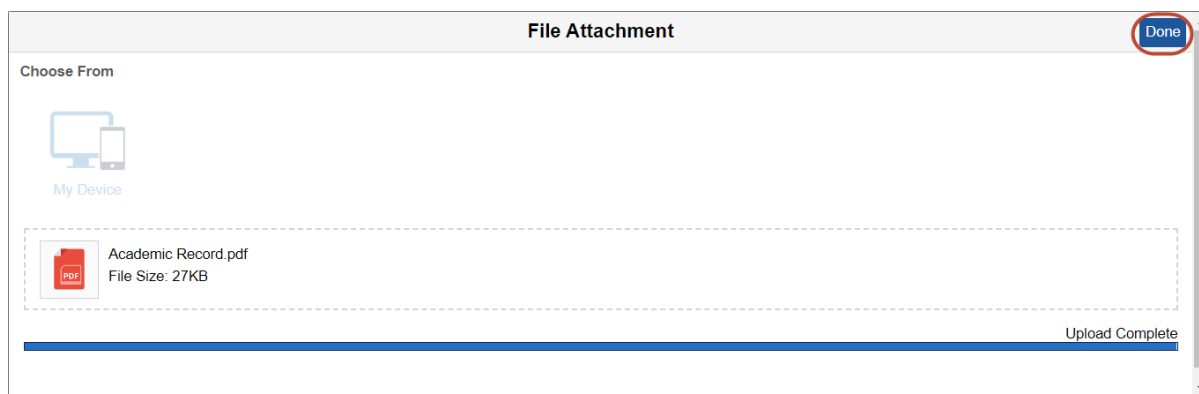
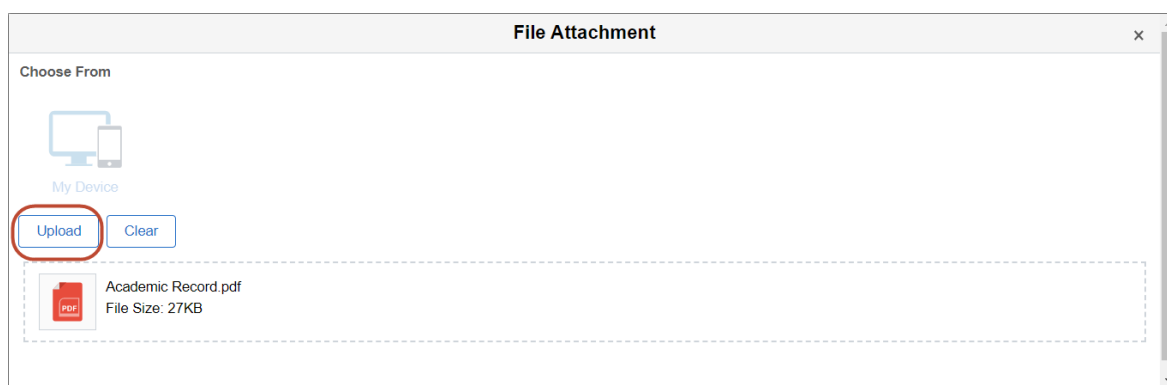
- Select the **Upload Documents** tab from the menu on the left



- Click the **Add Attachment** button to upload your supporting documents



- Select the document saved on your device and **Upload**



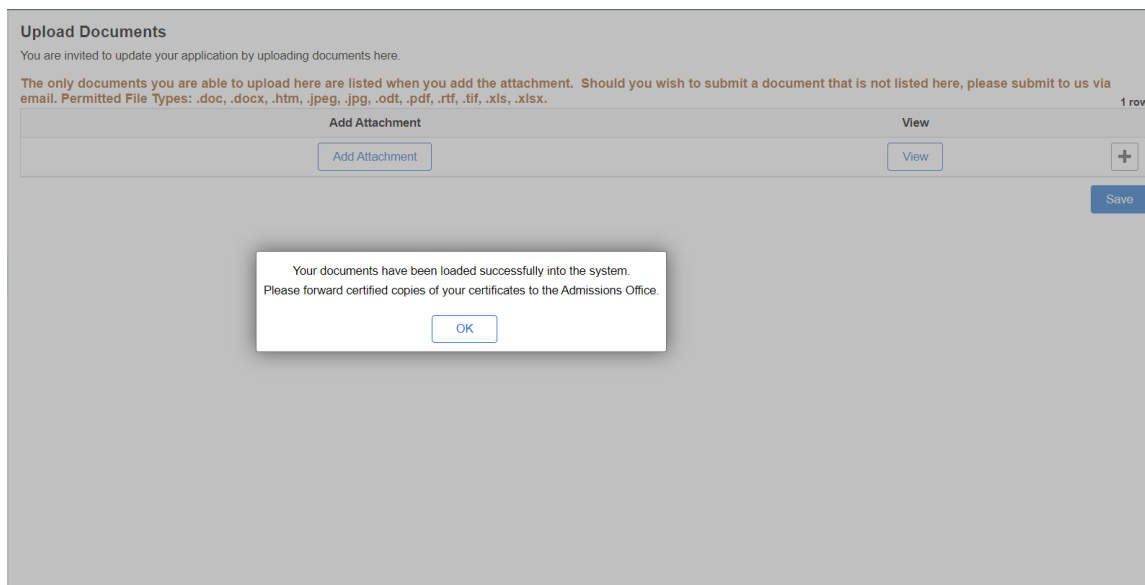
## Upload Documents

You are invited to update your application by uploading documents here.

The only documents you are able to upload here are listed when you add the attachment. Should you wish to submit a document that is not listed here, please submit to us via email. Permitted File Types: .doc, .docx, .htm, .jpeg, .jpg, .odt, .pdf, .rtf, .tif, .xls, .xlsx.

Attached Documents	Document Type	View	Delete	
Academic_Record.pdf	<input type="text" value="Transcript 2 (optional)"/> <input type="text" value="Transcript 2 (optional)"/>	<input type="button" value="View"/>	<input type="button" value="Delete"/>	<input type="button" value="+"/> 1 row

- Select the **Document Type**
- Click **Save**



The screenshot shows the 'Upload Documents' interface. At the top, it says 'Upload Documents' and 'You are invited to update your application by uploading documents here.' Below that, it lists permitted file types: '.doc, .docx, .htm, .jpeg, .jpg, .odt, .pdf, .rtf, .tif, .xls, .xlsx.' The interface includes an 'Add Attachment' section with an 'Add Attachment' button and a 'View' section with a 'View' button. A 'Save' button is located at the bottom right. A central popup message reads: 'Your documents have been loaded successfully into the system. Please forward certified copies of your certificates to the Admissions Office.' with an 'OK' button.

### **Note**

A popup message will appear informing you that your documents were successfully uploaded.