

In order for uploaded documents to be visible on the application on the Dept Admission Evaluation page for Graduate Program Administrators, as well as on the Adm Evaluation for Evaluators page for Evaluators and Graduate Program Directors the following steps must be completed. There are three locations where this information must match:

- External Education
- Unofficial Transcripts
- Checklist Management – Person

External Education:

1. Click the **Student Admissions** link.

[▶ Student Admissions](#)

2. Click the **Application/Transcript Loads** link.

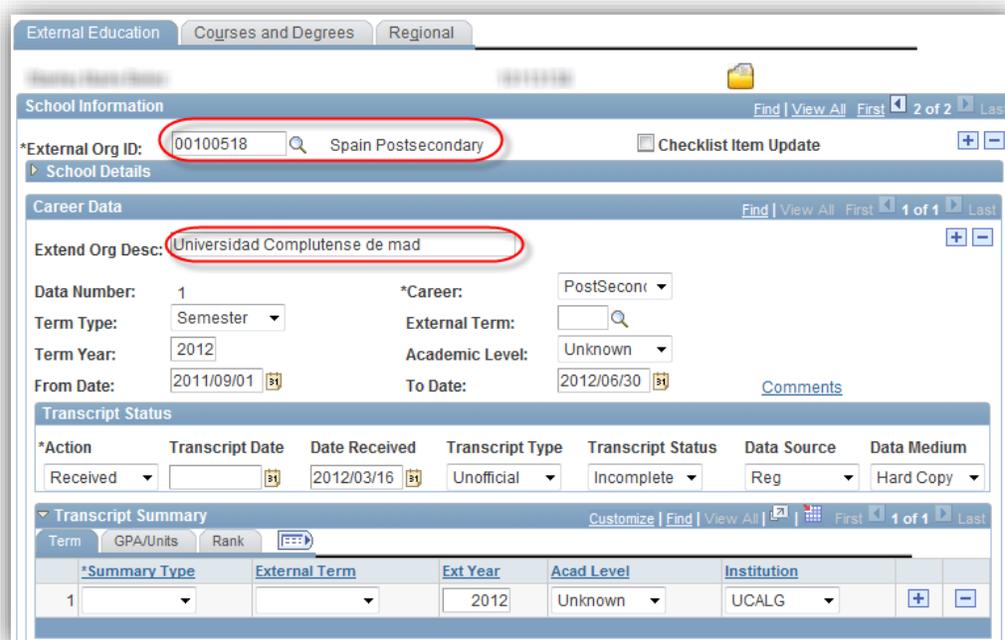
[Application/Transcript Loads](#)

3. Click the **Education** link.

[Education](#)

4. Enter the Emplid, Last Name or First Name and press Enter or Search.
Click the **Search** button.

5. From the External Education tab, ensure that the External Org ID and Extend Org Description are accurate (e.g. Universidad Complutense de mad). Correct and save if required.



The screenshot shows the 'External Education' tab in a web application. The 'School Information' section has a field for '*External Org ID:' with the value '00100518' and a search icon. The 'School Details' section has a field for 'Extend Org Desc:' with the value 'Universidad Complutense de mad'. Below this, there are fields for 'Data Number: 1', '*Career: PostSecondary', 'Term Type: Semester', 'External Term:', 'Term Year: 2012', 'Academic Level: Unknown', 'From Date: 2011/09/01', and 'To Date: 2012/06/30'. There is also a 'Transcript Status' section with a table and a 'Transcript Summary' section with a table.

*Action	Transcript Date	Date Received	Transcript Type	Transcript Status	Data Source	Data Medium
Received		2012/03/16	Unofficial	Incomplete	Reg	Hard Copy

Term	GPA/Units	Rank	*Summary Type	External Term	Ext Year	Acad Level	Institution
1					2012	Unknown	UCALG

Updating/Changing Institution Names in External Education

SA – Graduate Programs



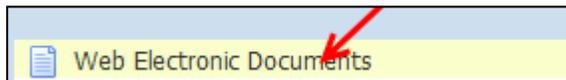
Web Electronic Documents:

1. Ensure that the same External Institution is also populated in Web Electronic Documents, Unofficial Transcripts component. You may navigate from the main menu or follow the breadcrumbs as follows.

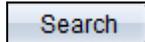
Click the **Student Admissions** button > **UofC Web Electronic Documents**



2. Click the **Web Electronic Documents** menu.



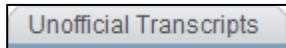
3. Click the **Search** button.



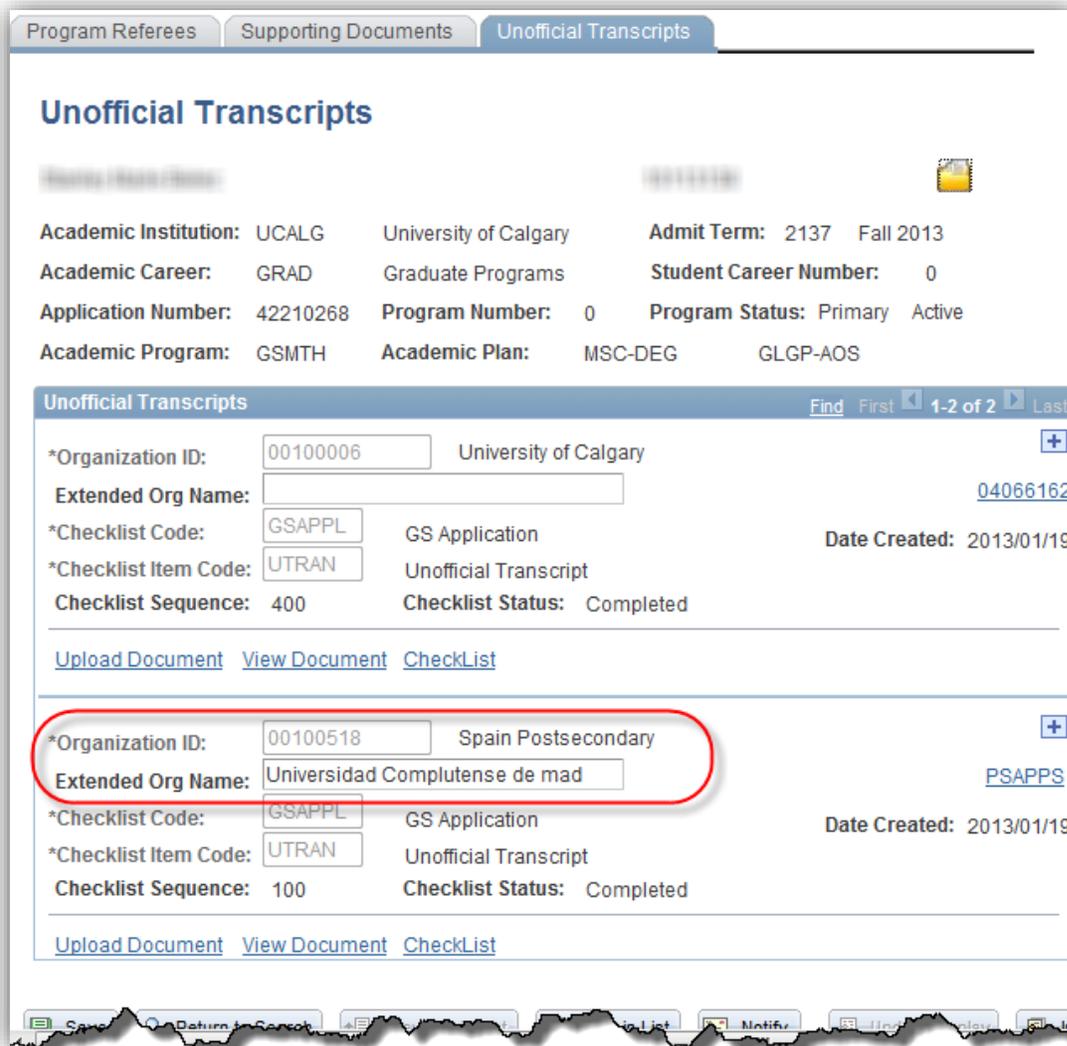
4. Click the link for the Admit Term and degree you are looking for (e.g. GSMTH).
Click the **GSMTH** link.



5. Click the **Unofficial Transcripts** tab.



6. On the Unofficial Transcripts tab ensure the Organizational Id and Extended Org Name match the External Education component (e.g. 00100518 Universidad Complutense de mad). If changes are required update and save the page.



Program Referees Supporting Documents **Unofficial Transcripts**

Unofficial Transcripts

Academic Institution: UCALG University of Calgary Admit Term: 2137 Fall 2013
 Academic Career: GRAD Graduate Programs Student Career Number: 0
 Application Number: 42210268 Program Number: 0 Program Status: Primary Active
 Academic Program: GSMTH Academic Plan: MSC-DEG GLGP-AOS

Unofficial Transcripts Find First 1-2 of 2 Last

*Organization ID:	00100006	University of Calgary	
Extended Org Name:			04066162
*Checklist Code:	GSAPPL	GS Application	Date Created: 2013/01/19
*Checklist Item Code:	UTRAN	Unofficial Transcript	
Checklist Sequence:	400	Checklist Status: Completed	
Upload Document View Document CheckList			
*Organization ID:	00100518	Spain Postsecondary	
Extended Org Name:	Universidad Complutense de mad		PSAPPS
*Checklist Code:	GSAPPL	GS Application	Date Created: 2013/01/19
*Checklist Item Code:	UTRAN	Unofficial Transcript	
Checklist Sequence:	100	Checklist Status: Completed	
Upload Document View Document CheckList			

Checklist Management – Person:

1. Ensure the Checklist also matches the External Institution. You can navigate from the Main Menu or follow the breadcrumbs.

Click the **Main Menu** button.



2. Click the **Checklist Management - Person** menu.



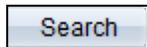
Updating/Changing Institution Names in External Education

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- The Emplid should carry over, otherwise enter it and press Enter or Search.

Click the **Search** button.



- Any checklists will appear in the grid below. Select the applicable checklist (e.g. GSAPPL) for the admit term that you are updating. If the student has applied more than once in the same admit term, you will have to update both checklists.

Click an entry in the **GSAPPL** row.



- Click the **Checklist Management 2** tab.



- From the Checklist Management 2 tab ensure that the Org ID and Description of the Institution match the other two components (External Education and Unofficial Transcripts). If changes are required, update and save.

The screenshot shows the 'Checklist Management 2' tab in a web application. It displays a checklist item table with the following data:

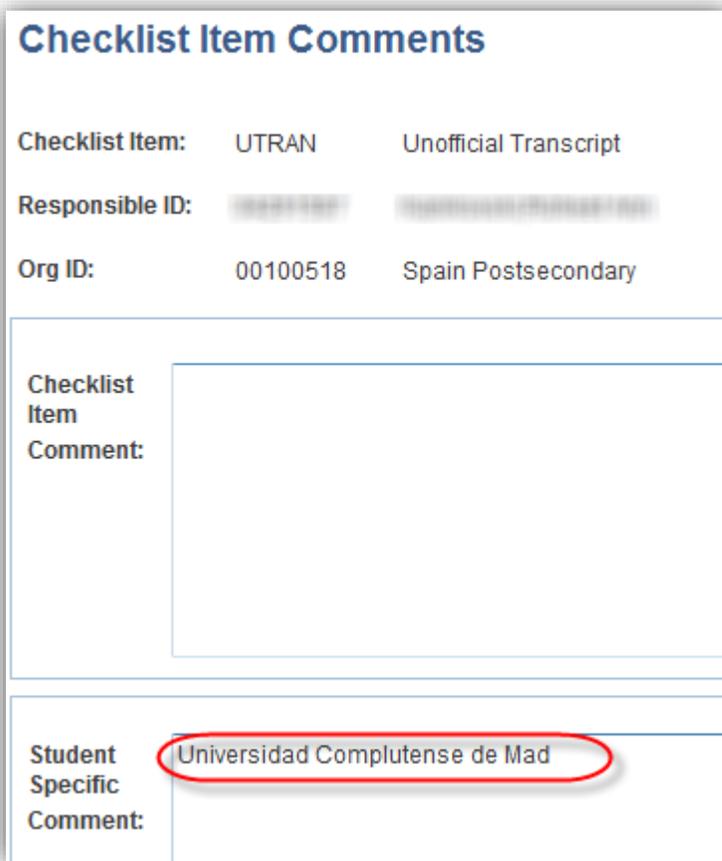
*Sequence	*Item	*Status	*Status Date	*Due Date
100	UTRAN	Completed	2013/01/19	9999/12/31

Below the table, there are search fields for 'Responsible ID', 'Name', 'Org ID', and 'Description'. The 'Org ID' field contains '00100518' and the 'Description' field contains 'Spain Postsecondary'. A red circle highlights these two fields.

- Click the **Checklist Comments** link.



- From the Checklist Item Comment, ensure that the External Institution is also indicated. If changes are required, update and save.



Checklist Item Comments

Checklist Item: UTRAN Unofficial Transcript

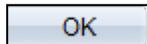
Responsible ID: [REDACTED] [REDACTED]

Org ID: 00100518 Spain Postsecondary

Checklist Item Comment:

Student Specific Comment: Universidad Complutense de Mad

- Click the **OK** button.

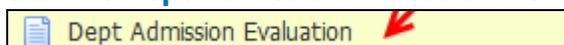


- Once the External Institution is populated on each of the 3 components; External Education, Unofficial Transcripts and Checklists, it will be visible on the application. You may navigate from the main menu or use the breadcrumbs to navigate to the Application.

Click the **Main Menu** button.



- Click the **Dept Admission Evaluation** menu.



- The Emplid should carry over. Press Enter or Search to view the application.

- The Application Evaluation will be displayed. Scroll down to view the External Institution.

Updating/Changing Institution Names in External Education

SA – Graduate Programs



14. When all 3 components are populated with the External Institution the uploaded document will be available as a link for downloading. Until all three areas match the uploaded documents will not be visible.

Post Secondary							
Institution Attended	From Date	To Date	Transcript Received	Click to view Unofficial Transcript	Date Loaded	Year	Converted GPA
Universidad Complutense de mad	2011/09/01	2012/06/30		Unofficial Transcript	2013/01/19		
University of Calgary	2012/09/01	2013/04/30	2013/01/23	(Not Available)		2013	

High School						
High School Attended	From Date	To Date	Transcript Received Date	Click to view Unofficial Transcript	Year	Converted GPA
				(Not Available)		

Degrees						
Institution	Degree	Description	Major Area of Study	Degree Date	Status	Degree Source
Universidad Complutense de mad	BSC	Bachelor of Science		2012/06/01	Complete	Self-Rpted
University of Calgary	BSC	Bachelor of Science		2013/04/01	In Progress	Self-Rpted

End of Procedure.

To view the corresponding online learning, consult the Student and Enrolment Services website > Student Administration (PeopleSoft Campus Solutions).