Uploading Documents to an Application

SA – Graduate Programs

The following steps will explain how Graduate Program Administrators upload any supporting documents to the students file (references, transcripts and supporting documents). Prospective students and referees should upload their own supporting documents; however, the Graduate Program Administrator has the access to also upload documents if their help is required.

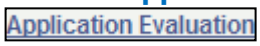
Electronic Documents* are supporting documents as follows:

- Program Referee Supporting Documents
- Checklist Requirements as requested by the Faculty and/or Department
- Unofficial Transcripts

***IMPORTANT: The name of any file(s) CANNOT be longer than 30 characters, including spaces or symbols.**

If you experience any difficulty with downloads in PeopleSoft, please refer to the job aid: Setting Your Browser for PeopleSoft Downloads located on the Student and Enrolment Services Student Administration (PeopleSoft Campus Solutions) website > Student Administration Training Guides > Processing Online Web Applications > Evaluator Job Aids.

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

2. Click the **Application Evaluation** link.
   

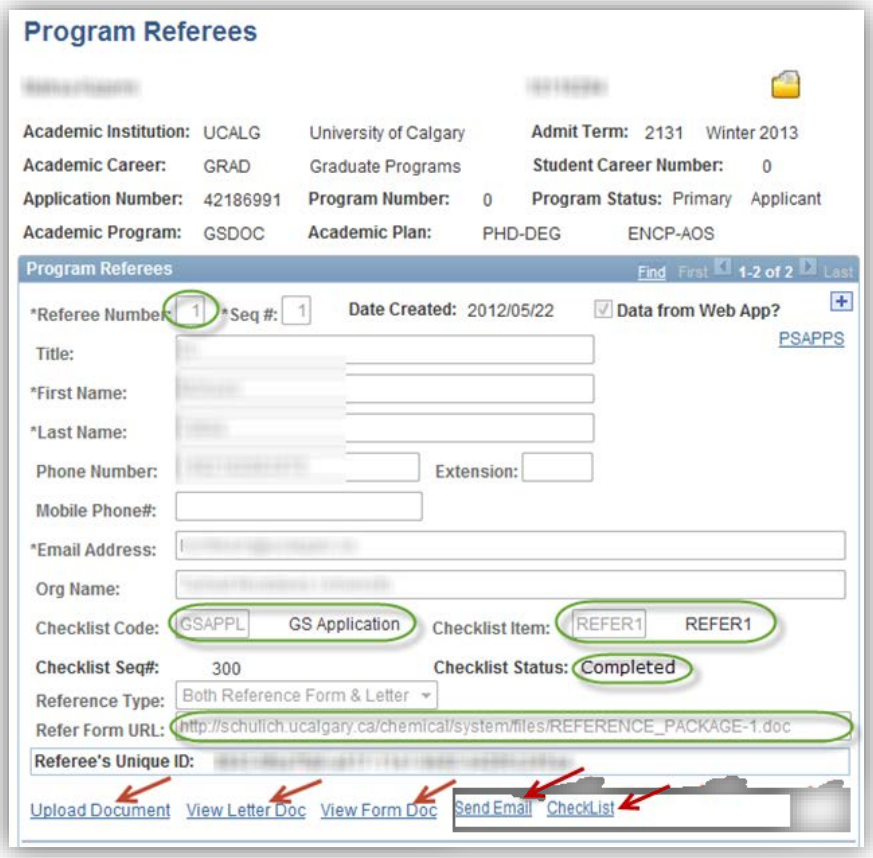
3. Click the **UofC Web Electronic Documents** link.

4. Click the **Web Electronic Documents** link.

5. Enter any search criteria you have:
   - Application Nbr
   - ID
   - Academic Career
   - Last Name
   - First Name

   Click the **Search** button.

6. The **Program Referees** tab contains information submitted from the Web Application. The top portion of the page displays the first referee submitted. When an applicant indicates a program referee, the referee is sent an email within 24 hours that includes three links:
   - the reference form's link
   - where they can upload their supporting documents
   - instructions on how to complete the process



The bottom portion indicates the checklist information and status for the specific reference. The links allow users (GPAs) to upload and view documents, re-send the referee email and review the Checklists for an applicant.

Upload Document* allows GPA's to upload this specific document. **Note:** Uploading a document, when there is already a document uploaded, will cause the previous upload to be overwritten.

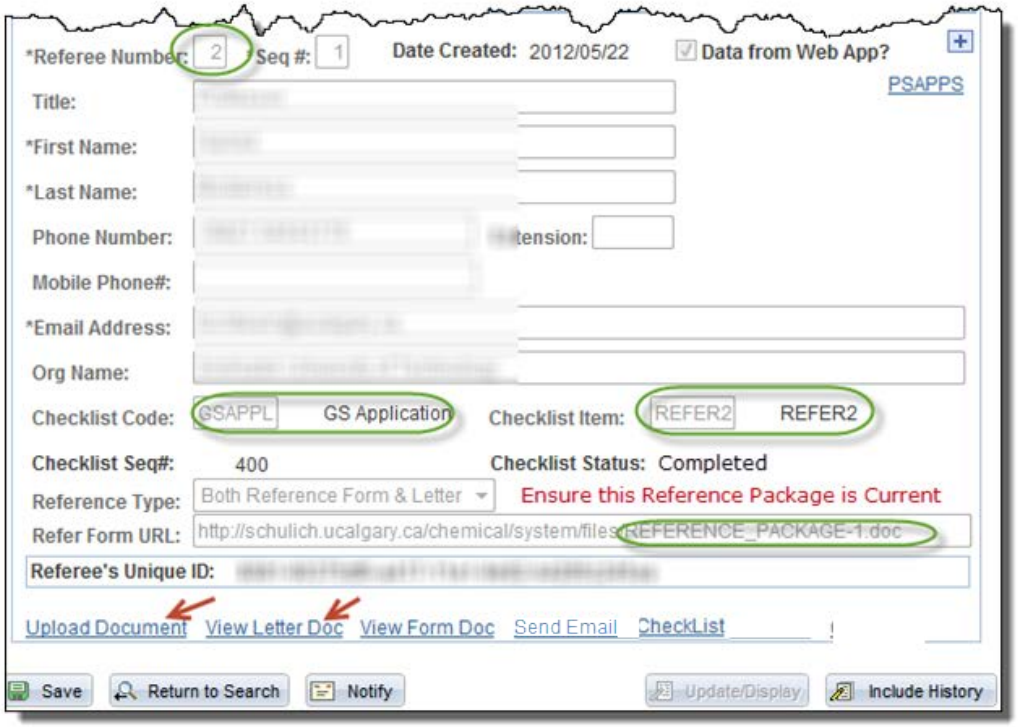
***IMPORTANT: The name of the file(s) CANNOT be longer than 30 characters, including spaces or symbols.**

View Letter Doc allows GPA's to view uploaded letter documents.
View Form Doc allows GPAs' to view a department/faculty specific form that may have been requested.
Send Email allows a GPA to re-send an email to a specific referee including reference form's link and the link to where they can upload their supporting documents and a link for instructions on how to complete the process.
Please ensure that the reference form template is current and contains accurate information for the referee. Reminder emails are not automatically sent to referees.

Checklist status will automatically update when applicant or GPA upload documents. You can view the document if Checklist Status = Completed.

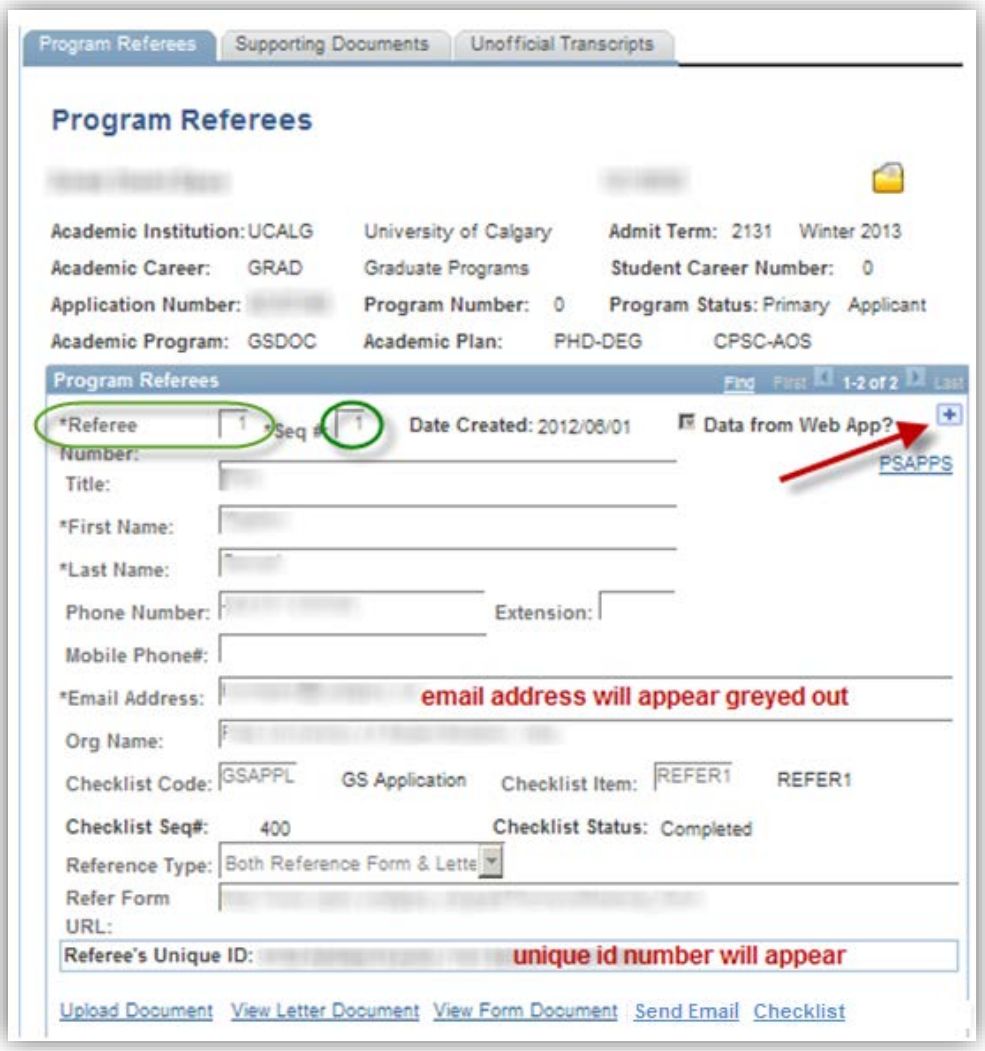
Note: Checklist allows you to waive or update the checklist manually, if needed.

7. Scroll down the page to view the other Program Referees listed (if necessary). Note the Program Referee number(s). Depending on Faculty or Department requirements there may be more or fewer Program Referees indicated. **Note:** For FOIP reasons some data has been removed.

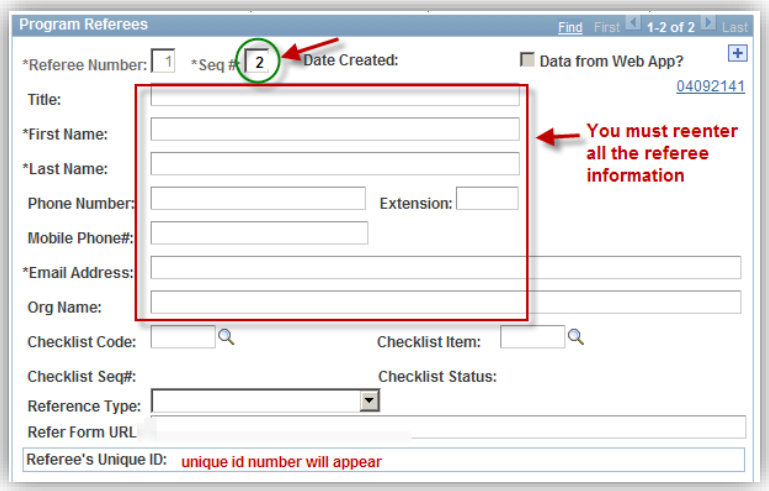


8. **Updating Current Referee Information:** In the event the incorrect referee email address for referee #1 or #2 has been entered, it is necessary to add (+) another line under the appropriate referee #1 or #2 to input the referee's updated information and re-send the

referee links when saved. Do not overwrite the previously recorded information, as you will receive an error when saving.
Example: Referee #1 had incorrect email address.
On the **Program Referee** tab, click the "plus" sign and include the updated email address.



9. When updating an email address you will have to re-enter all the referee information (Tip: use copy and paste). **Note:** *The Seq# will now be 2.*



Click the **Save** button. Once save is pressed the email will be automatically sent. The original sequence entry (e.g. 1) will be waived automatically. **There is no need to update the checklist status.**

Adding new referee's information
In the event new referee information must be added, it is necessary to ADD the new Referee information by clicking on the plus sign (+) under the appropriate referee #1 or #2 to record the new referee's information and send the link. Do not overwrite the Referee data, as you will receive an error when attempting to save the new information.

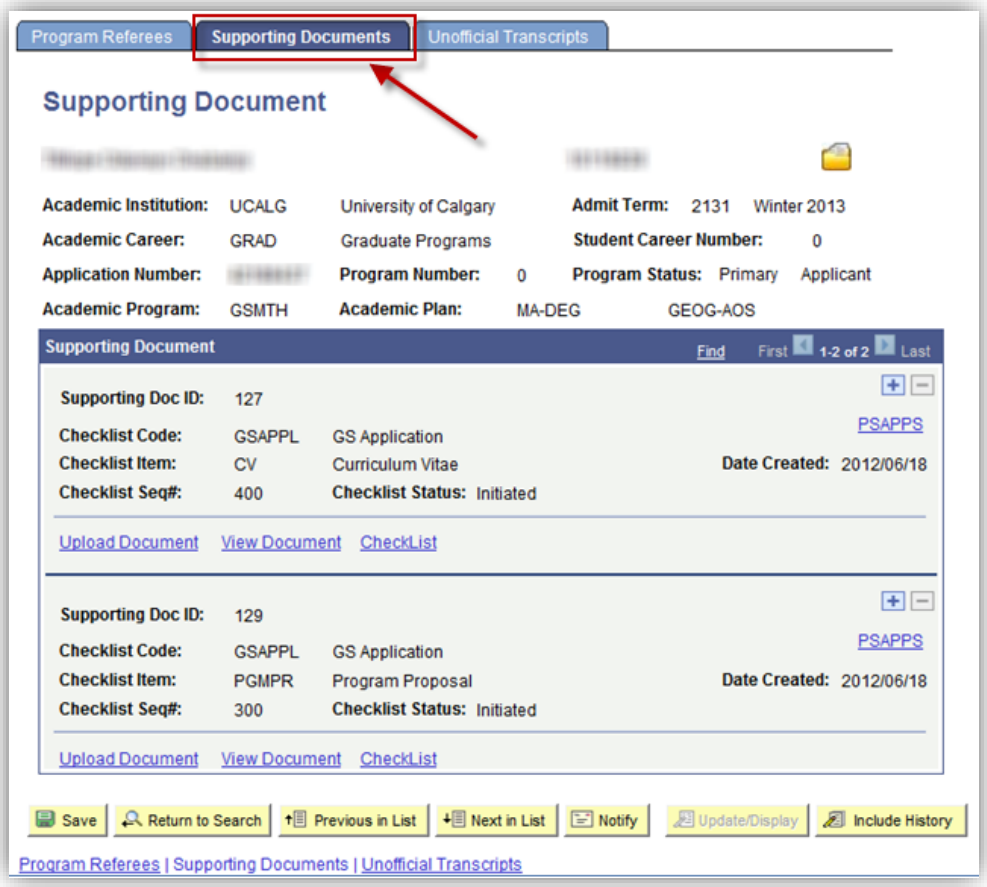
Click the **Save** button. Once save is pressed the email will be automatically sent to the new referee. The original sequence entry (e.g. 1) will be waived automatically. **There is no need to update the checklist status.**

10. Click the **Supporting Documents** tab. Use this tab to upload any supporting documents that were required as part of the application based on the program configuration. Uploading a document will update the checklist information associated with the item.

    Grade Point Average (GPA) calculations and additional supporting documents need to be added using the instructions below.

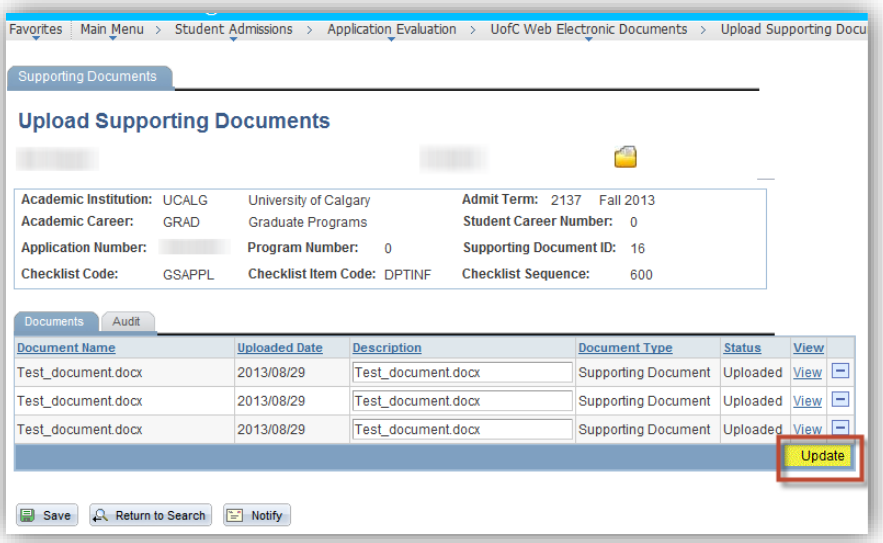
    Important: The name of the file(s) CANNOT be longer than 30 characters, including spaces or symbols as the system will time out and the file will NOT be uploaded.

    Uploading document- Choose the item you wish to upload and click the **Upload Document** link.
    Upload Document

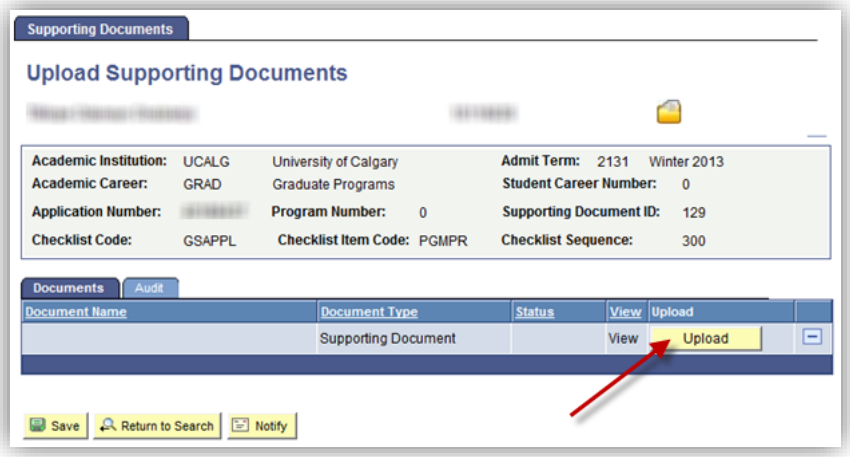


L. **IMPORTANT:** Uploading a document when there is already a document uploaded will cause the previous upload to be overwritten.

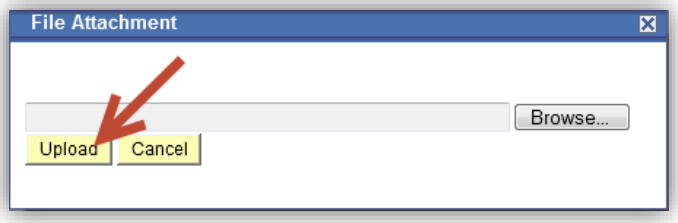
Note: All documents uploaded on this page will not be visible to the student.



The Upload Documents page will appear. Click the **Upload** button.



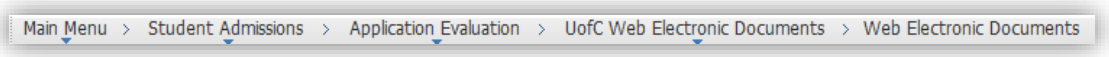
12. Browse to find the file and then select **Upload**. **Note:** The checklist item will update automatically.



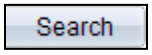
How to Upload New document(s) (e.g: GPA Calculation):

The next steps will explain how Graduate Program Administrators can upload the GPA Calculation sheet. **Note:** All documents uploaded on this page will not be visible to the student.

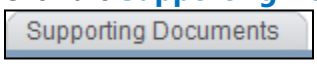
1. Navigate to the Supporting documents tab (follow the breadcrumbs):



2. Enter any Search Criteria you may have.
   Click the **Search** button.

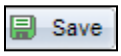


3. Click the **Supporting Documents** tab.



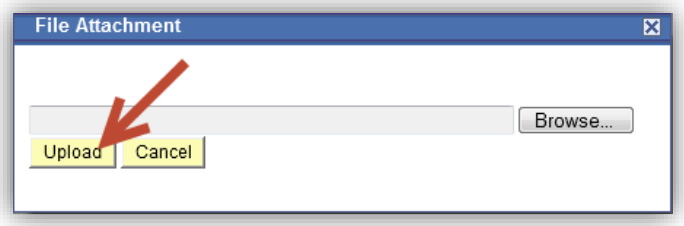
4. Click the **Add a new row** button.

5. The Supporting Doc ID appears (e.g. U1) Enter a Description for the Supporting Document (e.g. GPA Calculation).
6. Click the **Save** button. You need to save first before trying to upload the doc.



7. The Upload Documents page will appear.
8. Click the **Upload** button.

9. Browse to find the file and then select upload

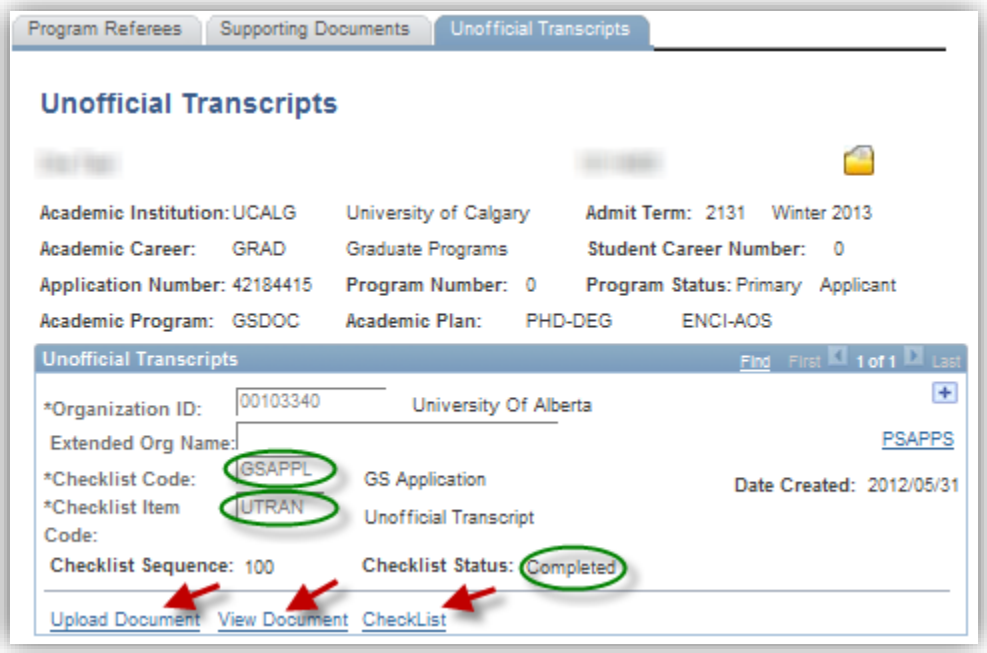


Note: The checklist item will be automatically updated.

10. Once the document is uploaded, the Checklist Status changes to Uploaded.
    Optional: It is possible to upload Official Transcripts in Supporting Documents repeating the previous steps or **overwrite** under Unofficial Transcripts.

IMPORTANT: You cannot add rows under this same tab. Additional items must be added (+) as supporting documents.

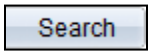
1. **Upload Unofficial Transcripts:**
   To upload unofficial transcripts, click the **Unofficial Transcripts** tab.
   Unofficial Transcripts
2. Unofficial Transcripts will be displayed here. As with other tabs in this component the Checklist status is available as well as the ability to upload if needed, view documents and access Checklists.



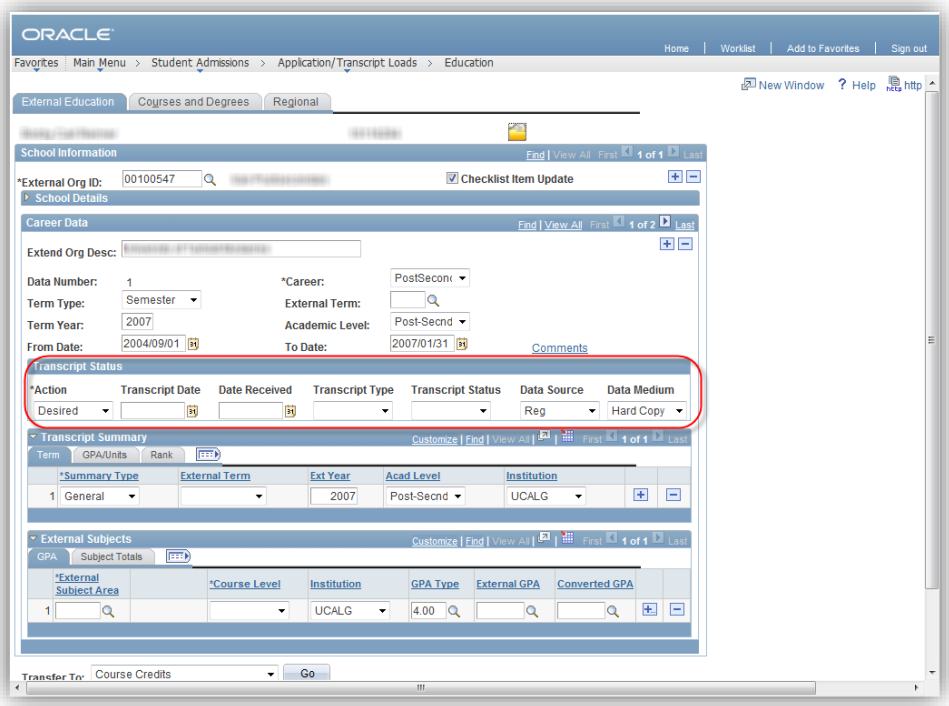
External Education Transcript Status:
The next part of the lesson will explain how to update External Education Official Transcript Status.

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 any search criteria:
   - ID
   - Last Name and/or First name

Click the **Search** button.



5. External Education displays the Transcript Status.



6. Under **Transcript Status**, click the drop down arrow by ***Action**. Two options appear Desired and Received. Desired (default) refers to the UofC's desire to obtain the document and received indicates the document has been received. Click the **Received** list item.

7. **Date Received** is where the date the transcript was received is entered.

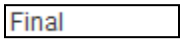
8. Click the **Transcript Type** list. Three options appear: Not Req, Official and Unofficial.
   - **Not Required** indicates the applicant doesn't need to submit this document. To remove this item in the applicant's Student Centre it should be set manually to "waived" in the Checklist Management component or deleted completely otherwise it will be marked as "Completed" and remain in the Student Centre. (Tip: Use the breadcrumbs to navigate to the Checklist Management component).
   - **Official** indicates the transcript or document has been sent directly to the graduate program from the issuing institution, in a sealed envelope. It has not passed through the hands of the student.

- **Unofficial** indicates the transcript or document has not been received from the issuing source. Usually this means the student has supplied a copy of the transcript to the graduate program.

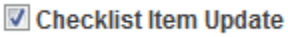
For example, if selecting Unofficial:
Click **Unofficial**.

9. Click the **Transcript Status** list. Two Transcript Status appear:
Final: The student's time at the institution is complete whether or not they were awarded a credential.
Incomplete: The student attending this institution has not completed a program of study.

For example, select Final:
Click **Final.**

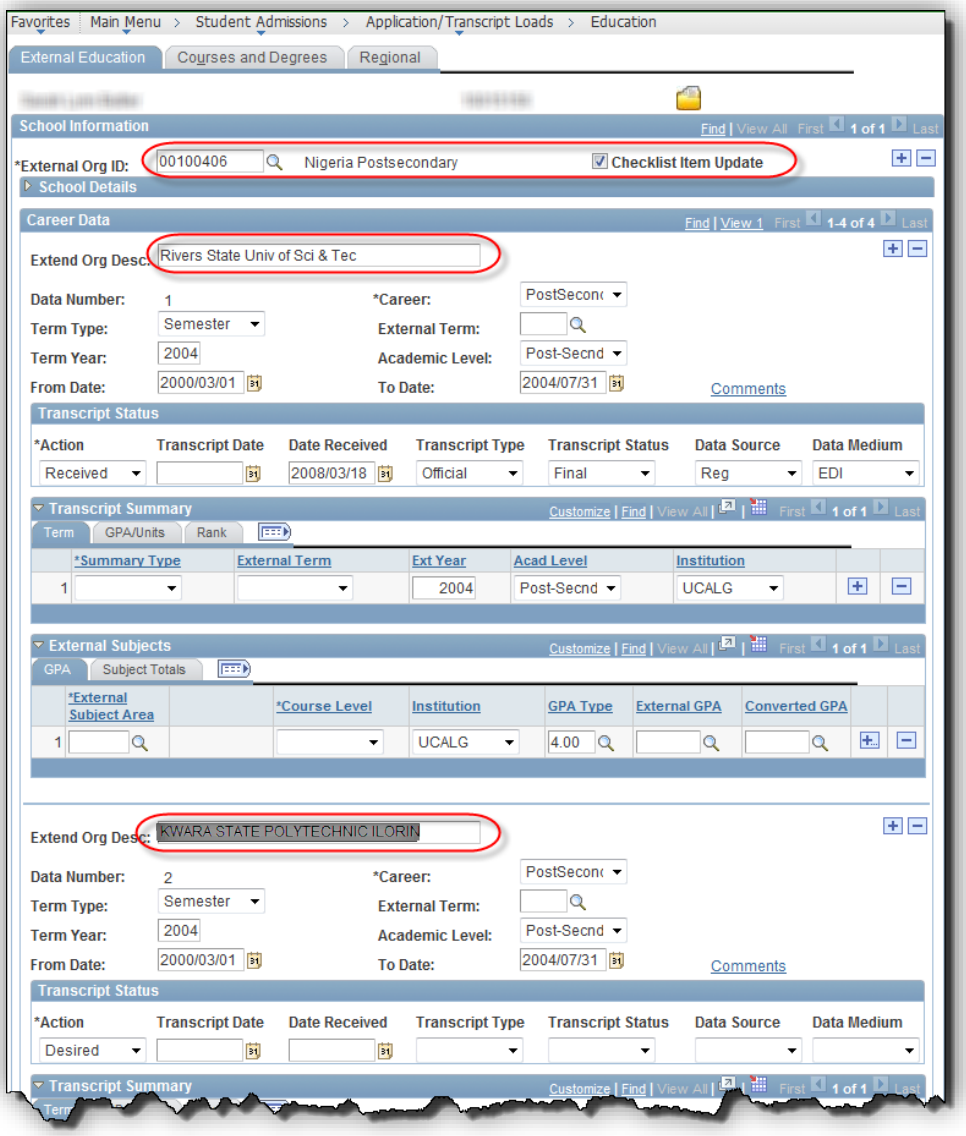


10. The Checklist Item Update will automatically be checked when **Saved**. This will update the students' checklist **overnight** and indicate the transcript is received.



11. **If the transcript is NOT official and final, after selecting save, the Checklist Item Update checkbox must be unchecked and the save button clicked again. This ensures the automated process that updates the final transcripts checklist does not update the checklist to show as complete.**

The following is an example where there are two institutions listed under the same External Organization ID (Country). **Caution must be used in this case.** This is most common for international students who have attended two different institutions in one foreign country. The result is both are listed in the system under the same External Org ID and the checklist for the final transcripts are updated at the same time for both final transcripts required. In this case the **Checklist Item Update** will not automatically be checked when saved. You will manually select the Checklist Item Update when you have received all documents under that particular External Org ID (country). At this point the "To Do" list will be updated in the Student Centre indicating all transcripts have been received related to that External Org ID.



End of Procedure.

For the corresponding online learning, consult the Student and Enrolment Services website.