**UNIVERSITY OF CALGARY**
FACULTY OF GRADUATE STUDIES

Here we will detail how to upload and edit supporting documents as part of your application to a graduate program at the University of Calgary.

Uploading Supporting Documents

Step 1: Log in to my.ucalgary.ca (your Student Centre) using your *e*ID and password (these are the same credentials used to access your online application).

Step 2: In your Student Centre, click on the **My Application** tab (on the left-hand side of the main page, under the Home tab).

Step 3: This will navigate to your Application Page where you can scroll down to **My Applications** and click the **Upload** link.
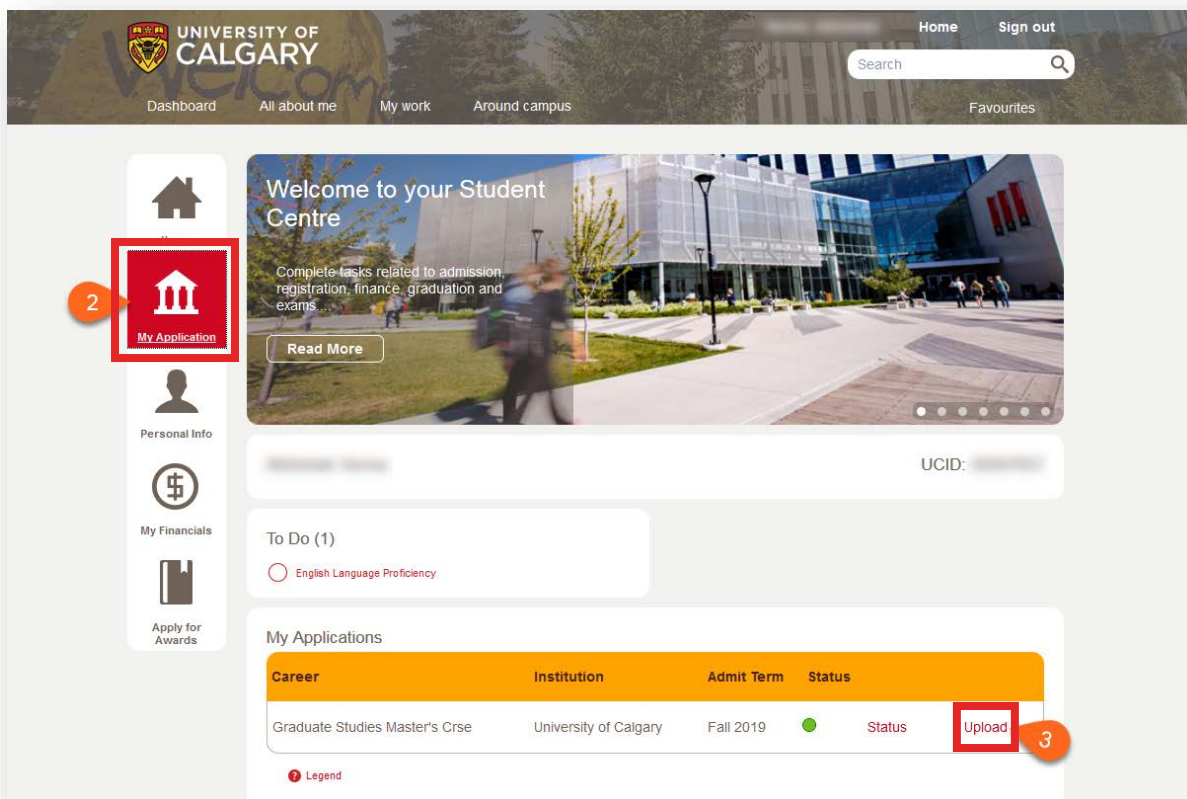
Step 4: Click **Select** beside the specific document that you will be uploading.

The types of supporting documents required for your application may vary depending on your prospective graduate program. For questions regarding the document requirements, please contact your prospective program.

Documents Upload

Please upload the supporting documents listed below.
Applicants to Undergraduate Programs and Open Studies:
Please take care in ensuring the correct documents are uploaded. Once a document is uploaded, it cannot be modified until we have processed it.
Uploaded documents will be reviewed in 1 - 3 weeks by the Undergraduate Admissions team and you will be contacted by email if the document provided is not sufficient or if we require further information from you. Please check your email inbox and your Student Center for updates.

Applicants to Graduate Programs, Law and Veterinary Medicine:
If you want to replace a document that you have previously uploaded with a new one, click the 'Select' button beside the document name and follow the instructions on the following page. Only the most recent document uploaded will be considered for admission.
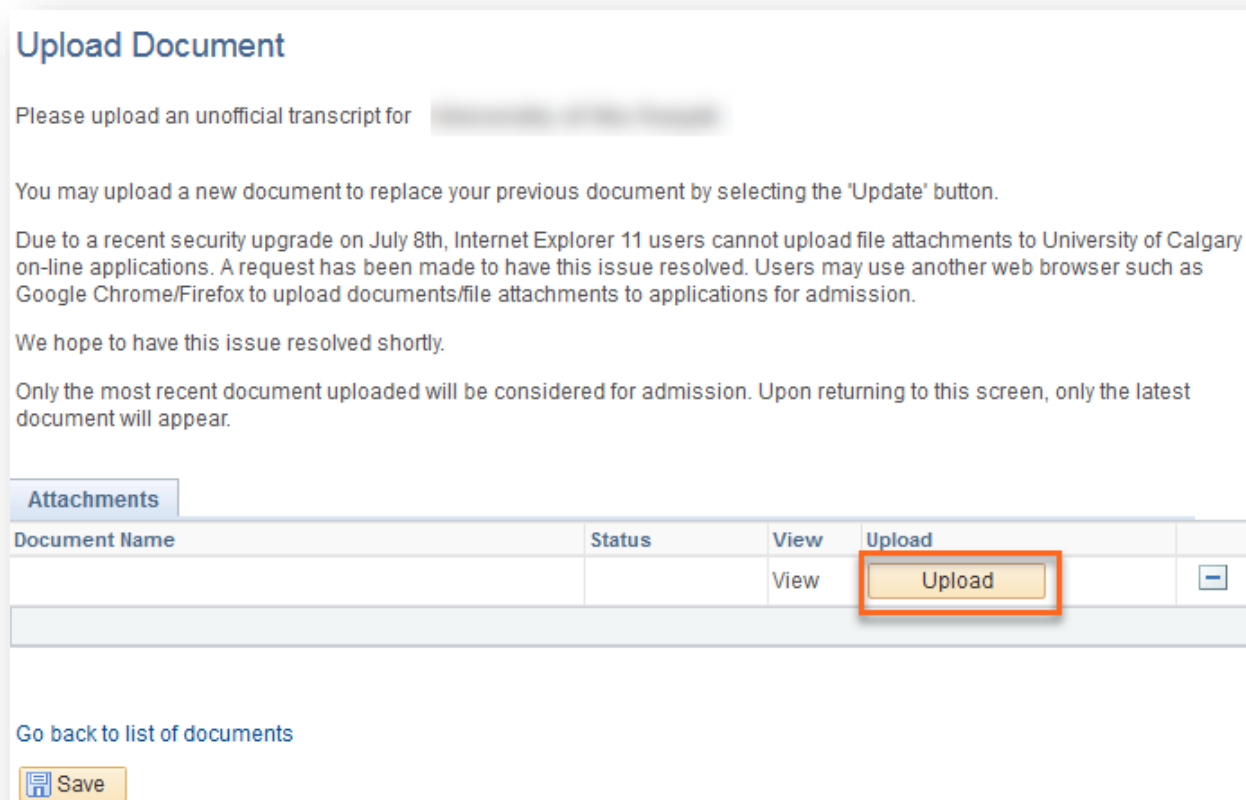
Select Unofficial transcript:

Step 5: A pop-up window will appear for you to select the document you want to upload. Click **Upload**.

Note: Please disable any pop-up blockers on your browser or you will not be able to see the pop-up window to upload documents.

Step 6&7: You will be prompted to find and upload your desired document. Click **Browse** then find and select the file, then click **Upload**.
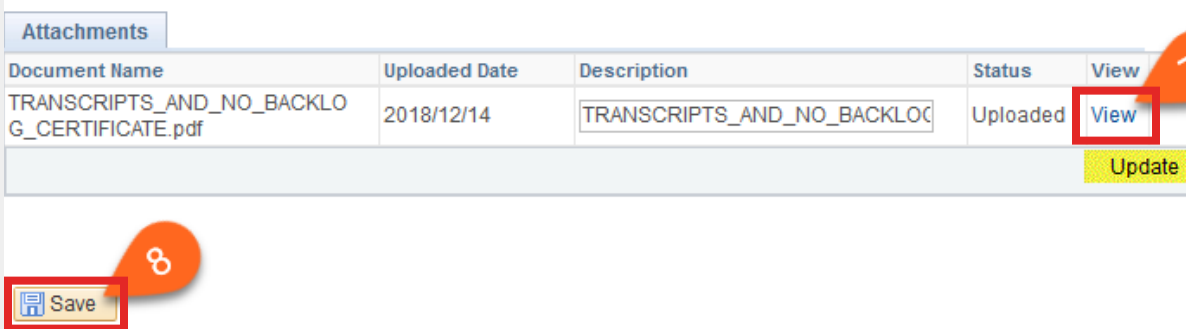
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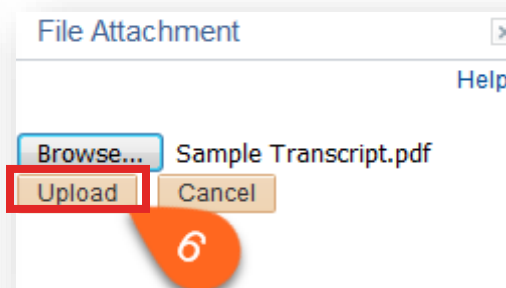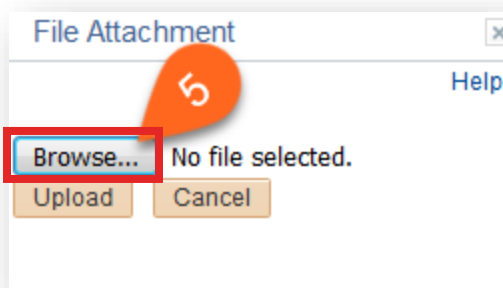
Note: The name of your file cannot be longer than 30 characters, including spaces and/or symbols. If your document has multiple pages, please combine them in to a single file before uploading.

Steps 7&8: Once the file has been uploaded, you will be able to review it by clicking the **View** hyperlink. If everything in your file is correct, click **Save** to submit.

After uploading the file, the item (in this example, your transcripts) will be removed from your **To-Do** list.

Editing Uploaded Documents

- To change or replace the uploaded file, click **Update** and add the new file using the steps above. Then click **Save**. This will replace the previously uploaded file. Only the most recent upload will be saved in your Student Centre.

Only the most recent document uploaded will be considered for admission. Upon returning to this screen, only the latest document will appear.
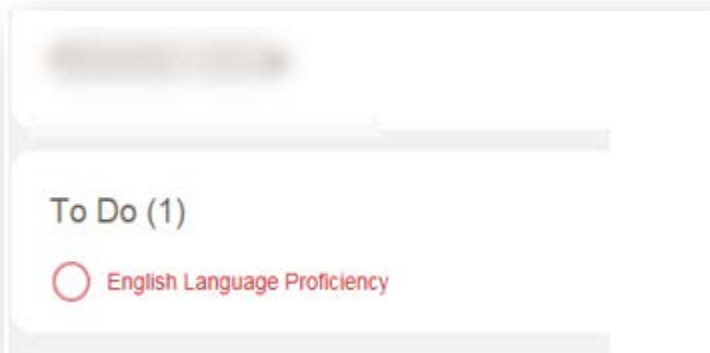
Attachments					
Document Name	Uploaded Date	Description		Status	View
TRANSCRIPTS_AND_NO_BACKLOG_CERTIFICATE.pdf	2018/12/14	TRANSCRIPTS_AND_NO_BACKLO(		Uploaded	View
					Update

[Save]

Troubleshooting

Switching browsers may remedy some problems encountered while uploading documents.

- If you are unable to log in to your my.ucalgary.ca account due to an eID login loop, please contact the IT Support Centre at (403) 220-5555.

- If any hyperlinks or the **Upload** buttons do not work, this may be due to your pop-up settings. Please ensure that pop-ups are **enabled** in your browser.