

Uploading Documents Guide

To upload unofficial documents:

- Go to <http://paws.usask.ca/go/admissions>.
- Click on the “**Apply or check on an application for the following programs**” button.

Admissions

Apply or check on an application for the following programs

Graduate studies | Combined Kinesiology and Education (Education portion) | Education - Sequential Music | Education certificates | 2018 Winter Term (January)

Apply or check on an application for all other programs

You may be required to create an account.


⚠ Do not use your PAWS account to apply for admission on behalf of someone else.

Undergraduate admissions information

- [Requirements and deadlines](#)
- [How to apply](#)
- [Transfer credit](#)

Graduate admissions information

- [Requirements](#)
- [How to apply](#)
- [After you've applied](#)

 The U of S submits admission data to Statistics Canada

- If you receive an Admissions page, click on the Complete or Update Application link.

Admissions

Complete or Update Application

- On the Application Menu page select the appropriate application from the **Processed Applications** list by clicking on the admission term link.

Processed Applications

Admission Term	Date Created
2016-2017 Term 1	Aug 19, 2015

- Once your application fee has been paid you will be able to upload admissions documents by clicking on the **Upload Admissions Document** button following your list of requirements.

Upload Admissions Document

- If you have not yet paid your application fee you will see a message noting this is required before documents can be uploaded.

Application fee must be paid in full in order to upload admission documents.


Note: The Upload Admissions Document button will not appear for any application that has been withdrawn by the applicant, marked as a duplicate or rejected.

- The document upload process consists of two steps:
 - Step 1 – Selecting a document for upload
 - Step 2 – Reviewing and finalizing the document upload

Note: While uploading documents do not use your back browser arrow to navigate on the page. Use only the buttons and links provided. If you need to start again click on the Return to Application Summary link at the bottom of the page at any time.

Step 1 – Selecting a document for upload

- The Requirement drop down list on the Graduate Admissions Document Upload page will show a list of unofficial documents that you need to provide when you click the drop down arrow.

Requirement: Curriculum Vitae or Resume(CV) 

- Select one requirement from the drop down list by clicking to highlight the appropriate choice.

Requirement: Curriculum Vitae or Resume(CV)
Master's Degree Preliminary(DGMP)

- Click the Browse button.

Browse...

Note: Documents must be in PDF format and be under 3MB in size to upload

- Select the appropriate document from your computer and click ok. The document path will display in the box adjacent to the browse button.
- Click on the Upload Document button to complete your selection.

Upload Document

Step 2 – Reviewing and finalizing document upload

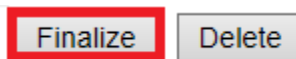
- To review the document selected, click the **View: YOUR_FILE.PDF** button under File Name. Your document will display in a separate window.

File Name	Document	Upload Date
View: YOUR_FILE.PDF	Curriculum Vitae or Resume(CV)	21-AUG-2015-21 15:14:09

- It is recommended that you review the document before completing the upload to ensure the following:
 - The correct document has been selected for upload
 - The document is readable
 - The document contains complete information

Note: You may only upload a document once to meet each admission requirement. It is the responsibility of the applicant to ensure that the correct file is uploaded for each document required. If you need to resubmit a document you have previously uploaded, contact the academic unit with your name, NSID (Network Services Identification Number), program and a description of the document you wish to resubmit. Instructions for resubmission will be provided by the academic unit.

- Click the **Finalize** button to complete the upload.




- If you do not wish to upload the selected document click the **Delete** button.



Note: If your uploaded document does not meet the admission requirement the academic unit will contact you about resubmitting an appropriate document.

- Once you have selected Finalize wait for the upload to complete before continuing – this may take several seconds. You will receive a message indicating if the upload has been successful or if you need to try again. This message will appear near the bottom of the page.

 **INFO:** Your file was successfully submitted to the Admissions Office.


- Once you have uploaded the file, the associated document choice will no longer appear in the document drop down list.

Document:

Master's Degree Preliminary(DGMP)

Note: You do not have to upload all required documents in one session - you may return to this page at any time to upload additional required documents.

- Once all documents have been uploaded you will see a message indicating that you have no documents to upload.

 * **INFO: You have no documents to upload**

- Click on the **Return to Application Summary** link at the bottom of the page once you have completed the upload(s).

[Return to Application Summary](#)

- Your requirement list will show a received date for all documents that you uploaded.

Requirements			
Requirement	Received	Note	Status
Application Fee	Aug 21, 2015	Pd by credit card	
Curriculum Vitae or Resume	Aug 21, 2015	Uploaded by Applicant	