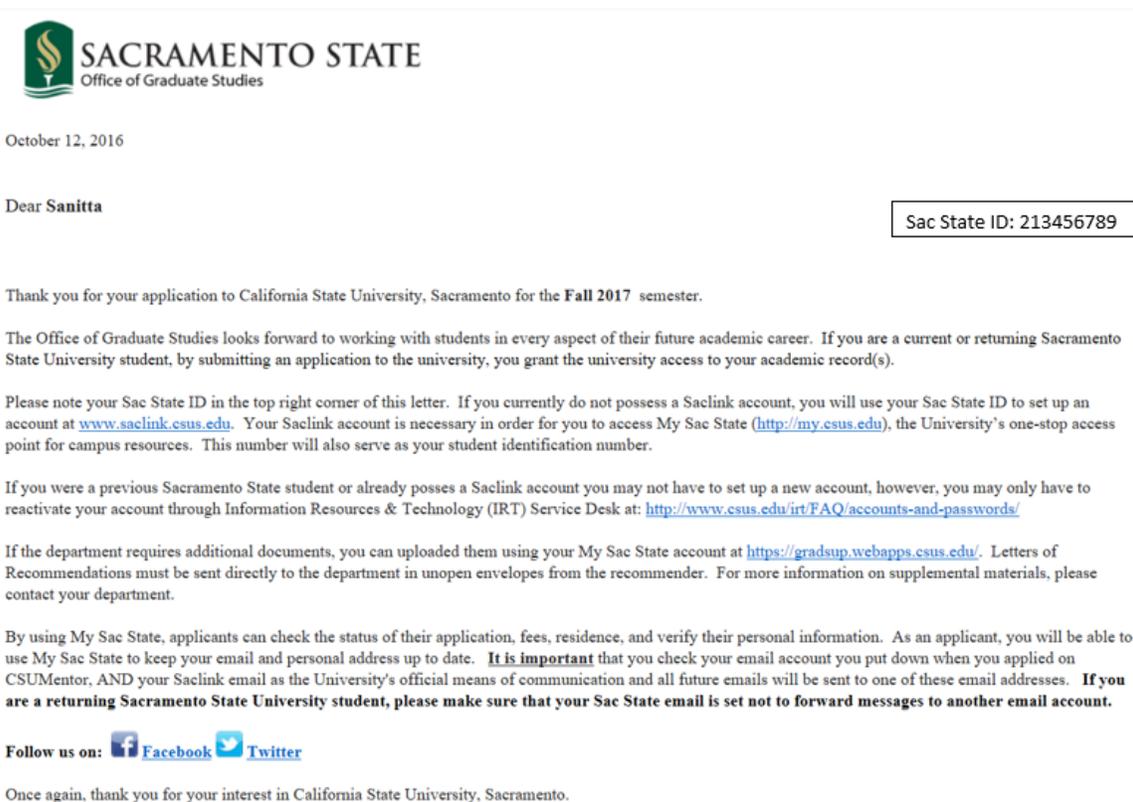


COLLEGE OF BUSINESS ADMINISTRATION MBA PROGRAM SERVICES

Uploading Documents to MySacState

Please note that it will take at least three days *after* you submit your online graduate application for you to create your SacLink account and begin uploading application documents, so be sure to start this process as soon as possible!

1. After completing your CAL STATE APPLY application and paying the application fee, you will receive an email from the University Office of Graduate Studies (OGS) with instructions on how to create a SacLink account, which **must** be done before you can upload application documents. The email is titled, “**Sacramento State – Graduate Application Received**,” and looks like this:



Your SacLink ID will be contained within that email. Use your SacLink ID to create a SacLink account at www.saclink.csus.edu.

2. After creating your SacLink account, use the following link to begin the process of uploading application documents: <https://gradsup.webapps.csus.edu>. Click on The “SIGN IN” button and sign in with your SacLink login

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SACRAMENTO STATE
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ABOUT ACADEMICS ADMISSIONS ATHLETICS MAKE A GIFT

SUPPLEMENTAL DOCUMENT SUBMISSION

Use this application to upload additional documentation to supplement your application and to request letters of recommendation.
Please follow the link below to sign in and begin using the application.



Office of Graduate Studies | California State University, Sacramento | 6000 J Street | Sacramento, CA, 95819-6112 | RiverFront Center, Room 215 | [\(916\) 278-6470](tel:9162786470)
If you have difficulty accessing content on this page, please contact the webmaster.

Sign in with your SacLink Login



SACRAMENTO STATE
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SacLink Username

SacLink Password

[Username/Password Help](#)

Need to register?
Visit the SacLink website if you need to register for a SacLink Account.

Having troubles logging in?
Contact the IRT Service Desk at servicesdesk@csus.edu or [916-278-7337](tel:9162787337).

3. After logging in with your SacLink login, you will be taken to the following webpage:

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Sanitta Kiep | Sign O

SUPPLEMENTAL DOCUMENT SUBMISSION OVERVIEW

You can see an overview of your uploaded documents and letter of recommendation requests below. Remember to sign out using the link above when you are finished.

LETTER OF RECOMMENDATION REQUESTS

Manage requests for letters of recommendation

Letter of Recommendation Requests:

No requests made.

UPLOAD SUPPLEMENTAL DOCUMENTS

[Upload documents](#)

Uploaded Documents:

Upload Space Used: 0MB/100MB

0%

No documents uploaded.

sanittakiep | 216307130 | Student

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If you have difficulty accessing content on this page, please contact the webmaster.

Click on the **UPLOAD DOCUMENTS** link on the left to begin the process of uploading application documents onto your MySacState.

- Clicking on the **UPLOAD DOCUMENTS** link from step 3 will take you to the following webpage:

The screenshot shows the "SUPPLEMENTAL DOCUMENT SUBMISSION" page, specifically the "UPLOAD DOCUMENTS" section. It includes a header with the Sacramento State logo and navigation links. Below the header, there is a "return to overview" link and a "Sanitta Kiep | Sign Out" link. The main content area contains a heading "SUPPLEMENTAL DOCUMENT SUBMISSION" and "UPLOAD DOCUMENTS". A message states: "You can see the documents you have uploaded in the list below." Underneath, there are "Upload requirements:" listed as bullet points: "Each document must have a unique name.", "Filenames can only contain alphanumeric characters (A-Z, a-z, 0-9)", "Each document must be less than 10MB in size.", "The total of all documents uploaded must be less than 100MB in size.", and "The document must be one of the supported file types." Below this is the "Uploaded Documents:" section, showing "Upload Space Used: 0MB/100MB" and a progress bar at 0%. A message says "No documents uploaded." At the bottom, there is a form with a text input field labeled "Choose a document to upload:" and a "Browse..." button highlighted with a red box. Below that is a dropdown menu labeled "Choose the type of document:" with "Application Biography" selected. An "Upload" button is at the bottom of the form.

Click on the **BROWSE** button to begin uploading application documents. PLEASE SEE BELOW FOR MORE INFORMATION ABOUT THIS STEP.

Only one document at a time can be uploaded. See below for how to name each file name, so that when you upload the documents onto your MySacState, each file is easily discernable.

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- **RESUMES** should be labeled “RES First Name Last Name SID#”
For example: RES Sanitta Kiep 215543120
- Your **STATEMENT OF PURPOSE** should be labeled as “STP First Name Last Name SID#”
For example: STP Sanitta Kiep 215543120
- Once you receive your Student Copy of your **GMAT or GRE scores**, they should also be uploaded onto your MySacState. Please label them as “GMAT Student Copy First Name Last Name SID#” or “GRE Student Copy First Name Last Name SID#”
For example: GMAT Student Copy Sanitta Kiep 215543120
- Your **PROFESSIONAL HEADSHOT PHOTO** should be labeled “Headshot Photo First Name Last Name SID#”
For example: Headshot Photo Sanitta Kiep 215543120

Note: If you wish to upload a different version of the same type of document, you must **label the file** indicating that the document is different.

For example: If you already uploaded your resume, but you want to submit an updated version, you must change the FILE NAME of the resume. **You will not be able to upload files that have the same file name.**

- “RES Sanitta Kiep 215543120” could be labeled as, “RES UPDATED Sanitta Kiep 215543120”

Please take note of the upload requirements listed below. You will not be able to upload documents that do not follow these requirements.

- Each document must have a unique name.
- Filenames can only contain alphanumeric characters (A-Z, a-z, 0-9)
- Each document must be less than 10MB in size.
- The total of all documents uploaded must be less than 100MB in size.
- The document must be one of the supported file types:
 - pdf - Adobe Portable Document Format
 - .doc - Microsoft Word (97-2003) Document
 - .docx - Microsoft Word (2007+) Document
 - .txt - Plain-text Document
 - .rtf - Rich Text Document
 - .xls - Microsoft Excel (97-2003) Spreadsheet
 - .xlsx - Microsoft Excel (2007+) Spreadsheet
 - .csv - Comma Separated Value file
 - .tiff - Tagged Image File Format
 - .jpeg - Joint Photographic Experts Group (JPEG) Image
 - File .jpg - Joint Photographic Experts Group (JPEG) Image

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- File .gif - Graphics Interchange Format (GIF) Image File
- .png - Portable Network Graphics (PNG) Image File
- .psd - Adobe Photoshop Document
- .ppt - Microsoft PowerPoint (97-2003) Presentation
- .pptx - Microsoft PowerPoint (2007+) Presentation

Below is an example of what the field will look like when you select a document from your computer

Return to overview Sanitta Klep | Sign Out

SUPPLEMENTAL DOCUMENT SUBMISSION

UPLOAD DOCUMENTS

You can see the documents you have uploaded in the list below.

Upload requirements:

- Each document must have a unique name.
- Filenames can only contain alphanumeric characters (A-Z, a-z, 0-9)
- Each document must be less than 10MB in size.
- The total of all documents uploaded must be less than 100MB in size.
- The document must be one of the supported file types.

Uploaded Documents:
Upload Space Used: 0MB/100MB
0%

No documents uploaded.

Choose a document to upload:

Choose the type of document:

5. Use the drop-down menu below the BROWSE section at the bottom of the page to select the type of document you are uploading. For example, if you were uploading a RESUME, select "Resume" from the drop-down menu

COLLEGE OF BUSINESS ADMINISTRATION MBA PROGRAM SERVICES

Uploaded Documents:

Upload Space Used: 0MB/100MB

0%

No documents uploaded.

Choose a document to upload:

Choose the type of document:

Application Biography

Upload

sanittakiep | 216397130 | Student

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If you have difficulty accessing content on this page, please contact the webmaster.

Uploaded Documents:

Upload Space Used: 0MB/100MB

0%

No documents uploaded.

Choose

Choose

- Application Biography
- Audio / Visual Files
- Background Clearance
- Basic Skills Requirement
- Certification or License
- Correspondence
- Financial Affidavit
- Financial Statement
- International Student Supplemental Form (International)
- Miscellaneous
- Other Test Score
- Passport
- Recommendation Waiver Form
- Request For Academic Records Form (International)
- Resume
- Statement of Purpose/Intent
- Subject Matter Competency
- Supplemental Application
- Writing Sample

...wse...

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If you have difficulty accessing content on this page, please contact the webmaster.

Select "Resume"

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Go

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QUICK LINKS

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SUPPLEMENTAL DOCUMENT SUBMISSION

UPLOAD DOCUMENTS

You can see the documents you have uploaded in the list below.

Upload requirements:

- Each document must have a unique name.
- Filenames can only contain alphanumeric characters (A-Z, a-z, 0-9)
- Each document must be less than 10MB in size.
- The total of all documents uploaded must be less than 100MB in size.
- The document must be one of the supported file types.

Uploaded Documents:

Upload Space Used: 0MB/100MB

0%

No documents uploaded.

Choose a document to upload:

C:\Users\cba-gbac\Documents\RES Sanitta Klep 215543120.docx

Choose the type of document:

The above picture is an example of what the field will look like when "Resume" is selected from the drop-down menu.

BEFORE clicking the upload button, please be sure that:

- The file names (e.g. RES Sanitta Klep 215543120.pdf) assigned to the files are indicative of the respective content of each file
- Each file has an acceptable format/extension
- The document up to date

6. When you are all done, click the UPLOAD button at the bottom of the page to finish uploading your chosen document.

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QUICK LINKS ▾

[Return to overview](#)

Sanitta Klep | [Sign Out](#)

SUPPLEMENTAL DOCUMENT SUBMISSION UPLOAD DOCUMENTS

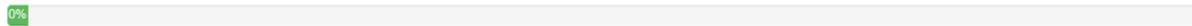
You can see the documents you have uploaded in the list below.

Upload requirements:

- Each document must have a unique name.
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- Each document must be less than 10MB in size.
- The total of all documents uploaded must be less than 100MB in size.
- The document must be one of the supported file types.

Uploaded Documents:

Upload Space Used: 0MB/100MB



No documents uploaded.

Choose a document to upload:

Choose the type of document:

After you click the UPLOAD button, a message will appear indicating that you have successfully uploaded the document. Continue to upload application documents one by one until you have uploaded all of the documents necessary for your application.

For questions or concerns about uploading application documents, please contact the MPS office at cba-gbac@saclink.csus.edu.