



Supplemental Document Upload Website Graduate Applicants Tutorial

Process for handling supplemental documents

- Applicants will be able to upload department's supplemental documents via a secure website using their **SacLink (SacState) login credentials**. If you haven't created your SacLink Account, please visit <https://www.saclink.csus.edu> in order to do so as applicants are **required** to have an active SacLink account.
- Applicants can view list of items they've uploaded, but will not be able to open these items.
- Applicants and Departments **cannot** upload transcripts vis this website

Graduate Supplemental Upload Website

- Graduate Applicants have the ability to upload digital items directly to their student record via the Supplemental Document Submission website. (<https://gradsup.webhost.csus.edu/>)

The screenshot shows a web browser window with the following elements:

- Browser Tab:** Office of Graduate Studies | Su... x +
- Address Bar:** <https://gradsup.webapps.csus.edu>
- Search Bar:** Search
- Navigation Bar:** Report Folder, Most Visited, Getting Started, OGS Home, Outlook Web App, Service Portal (IRT), Google News, Sac State Campus Dini...
- Header:** SACRAMENTO STATE *Redefine the Possible*
- Navigation Links:** My Sac State, Contact, Directories
- Footer:** ABOUT ACADEMICS ADMISSIONS ATHLETICS MAKE A GIFT
- Buttons:** Go, QUICK LINKS

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.

[Sign In](#)

Graduate Supplemental Upload Website

- Login with your SacLink credentials



SACRAMENTO STATE
Redefine the Possible

SacLink Username

SacLink Password

Login

Manage Password

[Username/Password Help](#)

Need to register?

Visit the [SaLink website](#) if you need to register for a SacLink Account.

Having troubles logging in?

Contact the IRT Service Desk at servicedesk@csus.edu or 916-278-7337.

Graduate Supplemental Upload Website



▶ My Sac State ▶ Contact ▶ Directories

Go

ABOUT ACADEMICS ADMISSIONS ATHLETICS MAKE A GIFT

QUICK LINKS ▾

Olayemi Sholotan | Sign Out

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.

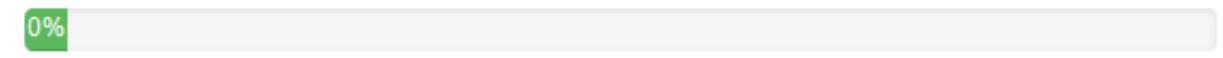
UPLOAD SUPPLEMENTAL DOCUMENTS

[Upload documents](#)

• Click the "Upload Documents" link.

Uploaded Documents:

Upload Space Used: 0MB/100MB



No documents uploaded.

Graduate Supplemental Upload Website



▶ My Sac State ▶ Contact ▶ Directories

Go

ABOUT ACADEMICS ADMISSIONS ATHLETICS MAKE A GIFT

QUICK LINKS ▾

Jose Martinez | Sign Out

SUPPLEMENTAL DOCUMENT SUBMISSION FORM

You can see the documents you have uploaded in the list below. Remember to sign out from this form using the link above when you are finished using it.

Upload requirements:

- Each document must have a unique name.
- 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: 3MB/100MB

2%

File Name	Document Type	Date Received
Department OnBase Training.docx	Supplemental Application	9/15/2015 10:17:05 AM

Choose a document to upload:

Admission Process for Grad Program Staff.doc

Choose the type of document:

Writing Sample ▾

1. Applicants can upload digital files from their computer by clicking "Browse."
2. After selecting the file to be uploaded, select from the dropdown menu the correct type of file.
3. Then click "Upload."

Click this link for a list of file types that can be uploaded.

Graduate Supplemental Upload Website

- There are several doctypes available to “describe” the file to be uploaded.

SUPPLEMENTAL DOCUMENT SUBMISSION

UPLOAD DOCUMENTS

aded in the list below.

name.

MB in size.

must be less than

pported file types

Choose a docu

No

Choose the typ

- 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

NOTE: Do not mass upload your files as a “Miscellaneous” doctype as this could result in significant delays to the review and processing of your application packet.

Take the time to mark each file by their appropriate doctype (i.e the “Resume” doctype would be used when uploading a Resume).

Upload Verification

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Uploaded Documents:

Upload Space Used: 3MB/100MB

2%

File Name	Document Type	
Department OnBase Training.docx	Supplemental Appli	7:05 AM

Applicant will be asked to confirm the correct document is being upload. If so, applicant will click Upload, if it is not the correct document, applicant will click cancel.

Are you sure you want to upload your document as a "Writing Sample" document type?

You **can not** change this later.

Choose a document to upload:

Admission Process for Grad Programt Staff.doc

Choose the type of document:

Writing Sample

Upload Confirmation

Jose Martinez | Sign Out

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Uploaded Documents:

Upload Space Used: 3MB/100MB

2%

File Name	Document Type	Date Received
Department OnBase Training.docx	Supplemental Application	9/15/2015 10:17:05 AM
Admission Process for Grad Programt Staff.doc	Writing Sample	9/15/2015 3:32:56 PM

File uploaded successfully!

Choose a document to upload:

No file selected.

Choose the type of document:

Audio / Visual Files

If the document uploaded successfully, applicant will get a message and the document will appear on list.

Upload Confirmation

Jose Martinez | Sign Out

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Uploaded Documents:

Upload Space Used: 3MB/100MB

2%

NOTE: Do not be concerned if this progress indicator does not change after you've uploaded your file.

The uploaded file will be visible to those authorized to review your file(s) within 24 hours.

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Department OnBase Training.docx	Supplemental Application	9/15/2015 10:17:05 AM
Admission Process for Grad Programt Staff.doc	Writing Sample	9/15/2015 3:32:56 PM

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Choose the type of document:

Audio / Visual Files