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

• Login with your SacLink credentials
• Click the “Upload Documents” link.
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.
There are several doctypes available to “describe” the file to be uploaded.

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

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

[Table showing uploaded documents]

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.

[Form for choosing and uploading a document]
If the document uploaded successfully, applicant will get a message and the document will appear on list.
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.