



How to Upload/Submit Admissions Documents to your Application Account

1. Log into your online application account: Click [HERE](#)
2. After you login, look under the **Action** heading, click “**View**”
3. Then select the “**Supplemental Items& Documents**” tab
4. You will then select the Item/Document you would like to upload/submit
 - **If selecting Social Security Election Form** click on "**Start**" to complete and submit.
 - **If selecting Non-Degree Information Request Form** click “**Start**” to complete and submit.
5. Upload/Submit your Item/Document
 - Upload your Item/Document by selecting "**Choose Files**"
 - After you have selected your file to upload click: "**Upload**"

Pictures or scans of your high school diploma, transcript or GED, and immunization can be uploaded to your [Application Account](#).