

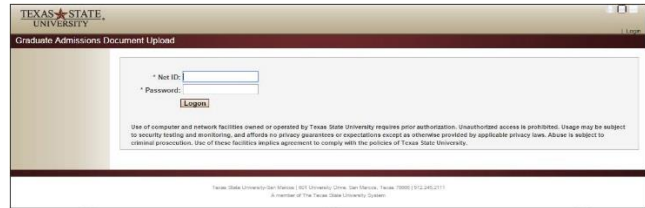
Graduate Admissions Document Upload Quick Reference Guide

Open Graduate Admissions Document Upload

Open your web browser, and navigate to the application:
<https://tim.txstate.edu/gadocumentupload>



The *Graduate Admissions Document Upload* application works best with the latest versions of Chrome, Firefox, or Internet Explorer.



NOTE: If you have not previously logged in with a Net ID, you will need to activate your Net ID. For instructions on how to activate your Net ID, visit <http://bit.ly/1OkVEL1> to view instructions and a video tutorial. Please note, instructions *will not work* in Internet Explorer 9.

If you already have an established Net ID (current student, or activated Net ID), continue to the “Home Page” section.

Home Page

On the main page, your current Graduate College Admissions Applications are listed in the table.

Within the table you can see each application’s Program Title, Term (of application), and Status

If an application is complete, you will not be able to view the application. If an application is incomplete, you can click **View** to see the status of the individual items required by the application.

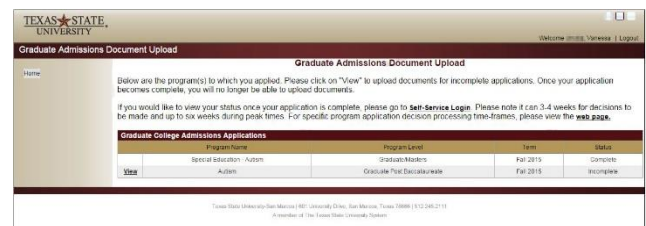


Figure 1

Uploading documents

Documents can be in different states:



Action Complete : *no action necessary* (box is grey) document has been received, and there is a received date listed



Action Complete : *no action necessary* (box is white) document has been received, there is a received date listed, but it can be uploaded again until entire application is marked as complete



Action Incomplete: *no action necessary* (box is grey) document has not been received, but student cannot upload a document or complete the action within the tool.



Action Incomplete: *action necessary* (box is white) document has not been received, student can upload using attach document function



Action Pending: *pending approval* (box is grey) document has been received but must be approved before it will be marked as complete, there is a date listed

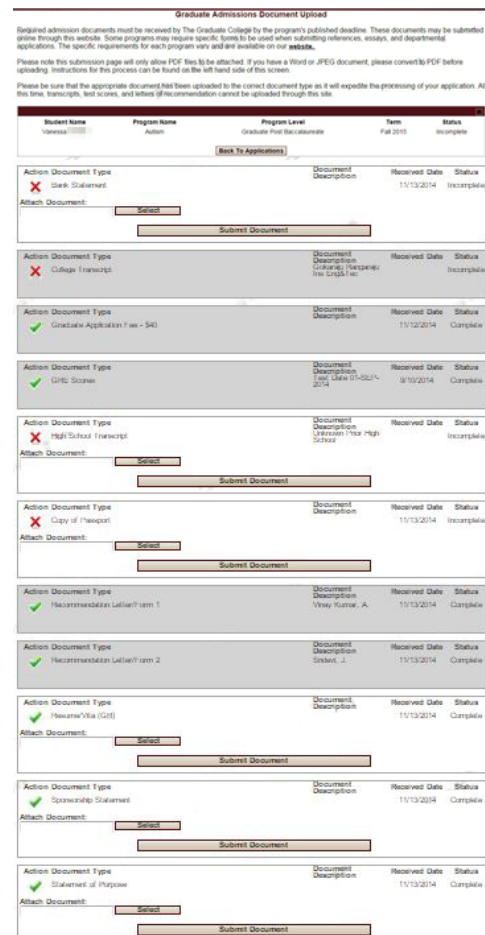


Figure 2

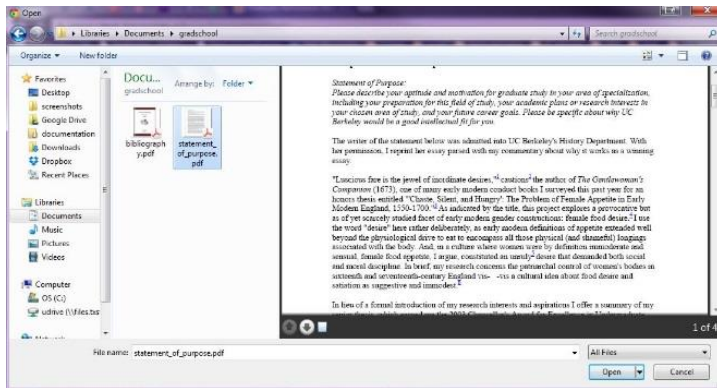
NOTE: your screen may look different than the screen shown at right (Figure 2), depending on the requirements of the program to which you are applying.

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Uploading documents (continued)

To submit a document, click in the white text box below **Attach Document**. The windows dialog box will open.

Navigate to your file, select it, and click **Open** to (below).



The file name will appear in the text box. Click **Select** to begin the upload process.

A send confirmation box will appear (Figure 3). If you are unsure about your document, click cancel and confirm on the upload document page. If you are sure about your document, click **OK**.

If your upload was successful, a confirmation box will appear (Figure 4). Click **OK** to continue.

Repeat above steps as necessary to upload all documents requested.

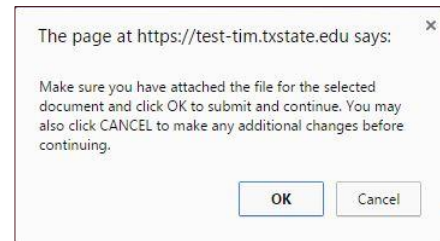


Figure 3



Figure 4