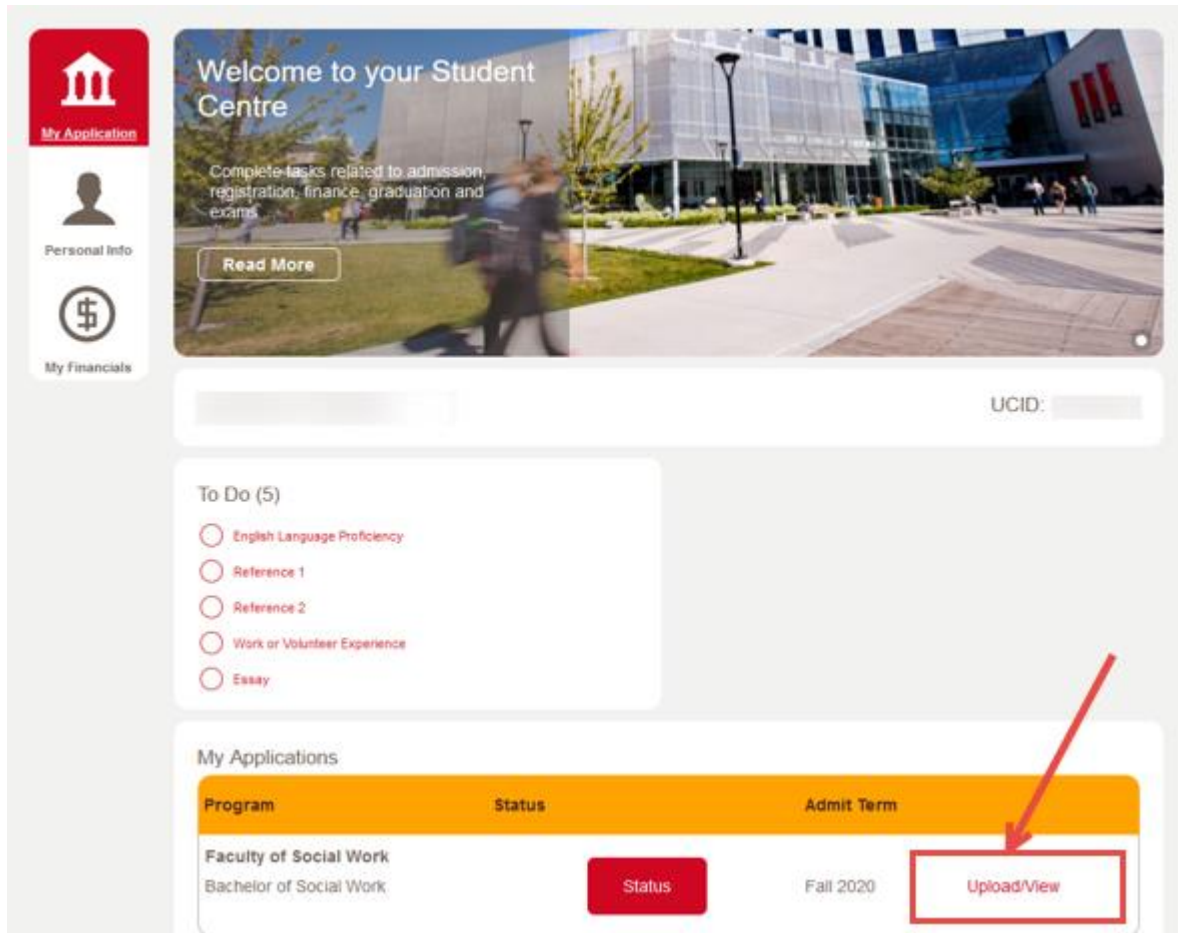


# Uploading Supporting Documents

**Step 1:** Log in to your [Student Centre](#) using your eID and password.

**Step 2:** Click on the **My Application** tab (on the left-hand side of the main page).

**Step 3:** Click the **Upload** link.



Welcome to your Student Centre

Complete tasks related to admission, registration, finance, graduation and exams

Read More

UCID:

To Do (5)

- English Language Proficiency
- Reference 1
- Reference 2
- Work or Volunteer Experience
- Essay

My Applications

Program	Status	Admit Term
Faculty of Social Work Bachelor of Social Work	<a href="#">Status</a>	Fall 2020

Upload/View



**Step 4:** Click **Select** beside the specific document you will be uploading.

## Documents Upload

Please upload the supporting documents listed below.

**Applicants to Undergraduate Programs and Open Studies:**

Please take care in ensuring the correct documents are uploaded. Once a document is uploaded, it cannot be modified until we have processed it.

Uploaded documents will be reviewed in 1 - 3 weeks by the Undergraduate Admissions team and you will be contacted by email if the document provided is not sufficient or if we require further information from you. Please check your email inbox and your Student Center for updates.

**Applicants to Graduate Programs, Law and Veterinary Medicine:**

If you want to replace a document that you have previously uploaded with a new one, click the 'Select' button beside the document name and follow the instructions on the following page.

Only the most recent document uploaded will be considered for admission.

**Select** **Work and Volunteer Experience:** Upload a resume that describes your previous education, and your volunteer and employment experiences. Your resume should include all volunteer and work experience that you consider to be relevant, and should not be limited to only recent experience. Please indicate the number of hours that you spent in each volunteer/employment experience. If you hold a previous diploma or degree that included practicums or internships, please list these separately from paid and volunteer employment. For uploading instructions visit [fsw.ucalgary.ca](http://fsw.ucalgary.ca).

**Select** **Essay:** Upload an essay of approximately 5 pages, double-spaced in total length. Within the essay describe your personal reasons for applying to the BSW program (approximately 2 pages). This part of the essay may be written in first person. Connect your personal reasons to a social problem. Discuss and analyze the problem (approximately 3 pages) using APA style (or another standardized academic style), including references.

**Select** English Language Proficiency

# Uploading Supporting Documents

**Step 5:** A pop-up window will appear for you to select the document you want to upload. Click **Upload**.

**Note:** Disable any pop-up blockers on your browser or you will not be able to see the pop-up window to upload documents.

## Upload Document

**Essay:** Upload an essay of approximately 5 pages, double-spaced in total length. Within the essay describe your personal reasons for applying to the BSW program (approximately 2 pages). This part of the essay may be written in first person. Connect your personal reasons to a social problem. Discuss and analyze the problem (approximately 3 pages) using APA style (or another standardized academic style), including references.

You may upload a new document to replace your previous document by selecting the 'Update' button.

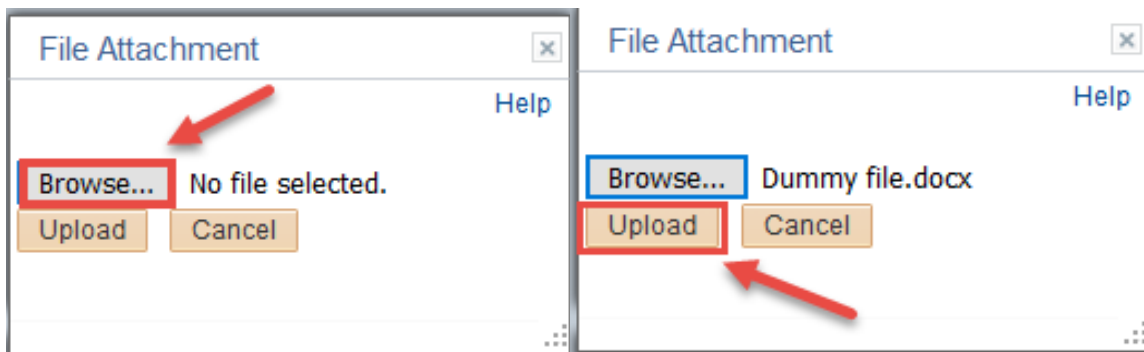
Due to a recent security upgrade on July 8th, Internet Explorer 11 users cannot upload file attachments to University of Calgary on-line applications. A request has been made to have this issue resolved. Users may use another web browser such as Google Chrome/Firefox to upload documents/file attachments to applications for admission.

We hope to have this issue resolved shortly.

Only the most recent document uploaded will be considered for admission. Upon returning to this screen, only the latest document will appear.

Attachments				
Document Name	Status	View	Upload	
		View	<input type="button" value="Upload"/>	<input type="button" value="-"/>

**Steps 6&7:** Click **Browse** then find and select the file, then click **Upload**.



# Uploading Supporting Documents

**Note: Make sure you save your documents in PDF format with short, clear file names.** The name of your file cannot exceed 30 characters, including spaces and/or symbols. If your document has multiple pages, please combine them in to a single file before uploading.

**Step 7:** Once the file has been selected, click **Save** to submit.

## Upload Document

**Essay:** Upload an essay of approximately 5 pages, double-spaced in total length. Within the essay describe your personal reasons for applying to the BSW program (approximately 2 pages). This part of the essay may be written in first person. Connect your personal reasons to a social problem. Discuss and analyze the problem (approximately 3 pages) using APA style (or another standardized academic style), including references.

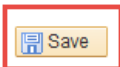
You may upload a new document to replace your previous document by selecting the 'Update' button.

Due to a recent security upgrade on July 8th, Internet Explorer 11 users cannot upload file attachments to University of Calgary on-line applications. A request has been made to have this issue resolved. Users may use another web browser such as Google Chrome/Firefox to upload documents/file attachments to applications for admission.

We hope to have this issue resolved shortly.

Only the most recent document uploaded will be considered for admission. Upon returning to this screen, only the latest document will appear.

Attachments				
Document Name	Uploaded Date	Description	Status	View
Dummy_file.docx	2019/09/25	<input type="text" value="Dummy_file.docx"/>		View <input type="button" value="-"/>
				<input type="button" value="Update"/>



After uploading the file, the item (in this example, your essay) will be removed from your **To-Do** list.

**To Do (4)**

- English Language Proficiency
- Reference 1
- Reference 2
- Work or Volunteer Experience

## Editing Uploaded Documents

- To change or replace the uploaded file, click **Update** and add the new file using the steps above. Then click **Save**. This will replace the previously uploaded file. Only the most recent upload will be saved in your Student Centre.

### Upload Document

**Essay:** Upload an essay of approximately 5 pages, double-spaced in total length. Within the essay describe your personal reasons for applying to the BSW program (approximately 2 pages). This part of the essay may be written in first person. Connect your personal reasons to a social problem. Discuss and analyze the problem (approximately 3 pages) using APA style (or another standardized academic style), including references.

You may upload a new document to replace your previous document by selecting the 'Update' button.

Due to a recent security upgrade on July 8th, Internet Explorer 11 users cannot upload file attachments to University of Calgary on-line applications. A request has been made to have this issue resolved. Users may use another web browser such as Google Chrome/Firefox to upload documents/file attachments to applications for admission.

We hope to have this issue resolved shortly.

Only the most recent document uploaded will be considered for admission. Upon returning to this screen, only the latest document will appear.

Attachments				
Document Name	Uploaded Date	Description	Status	View
Dummy_file.docx	2019/09/25	Dummy_file.docx	Uploaded	View
				Update



## Troubleshooting

Switching browsers may remedy some problems encountered while uploading documents (Internet Explorer and Mozilla Firefox are recommended).

- If you are unable to log in to your my.ucalgary.ca account due to an eID login loop, please contact the IT Support Centre at (403) 220-5555.
- If any hyperlinks or the **Upload** buttons do not work, this may be due to your pop-up settings. Please ensure that pop-ups are **enabled** in your browser.