Uploading Required Documents through Self-Service

Log in to Self-Service

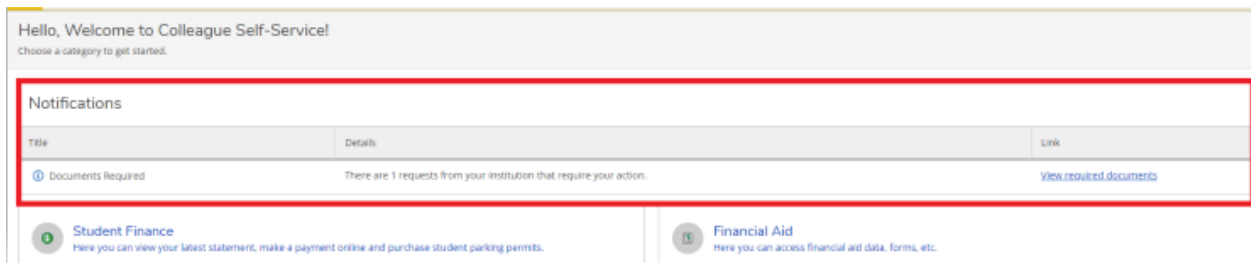At the top of the SAC website there is a link to Self-Service. Click on that link and then sign in with your student email address and your password:
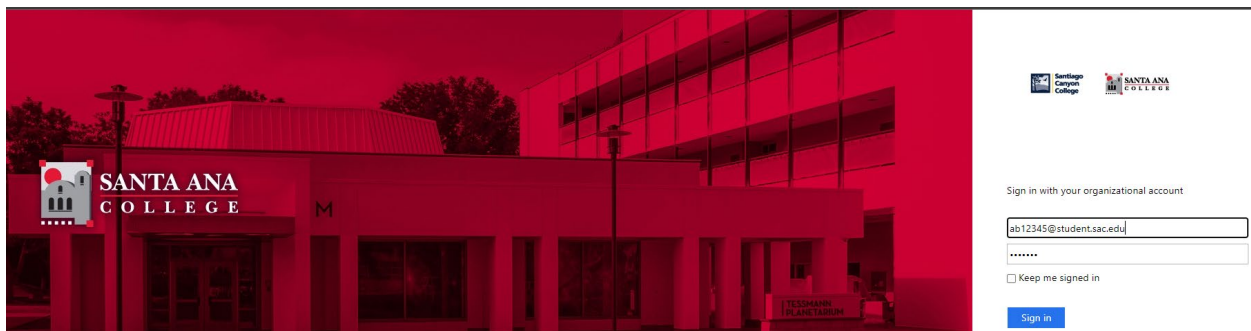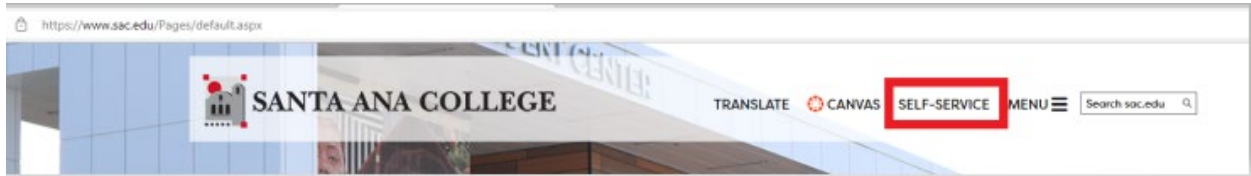
View your Required Documents in the Notifications section of your Home Page

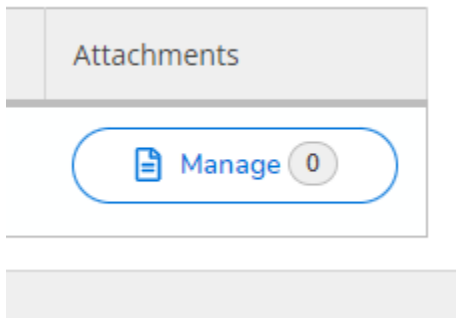## Click on "View required documents" link

Click on the "View required documents" link to open up your Required Documents page

	Link
	View required documents
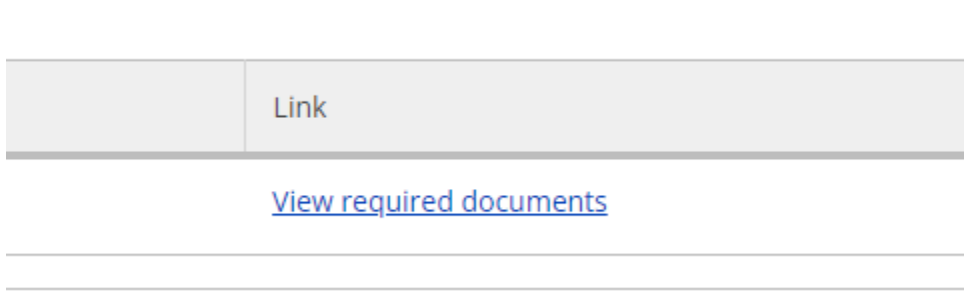
Click on the Manage button

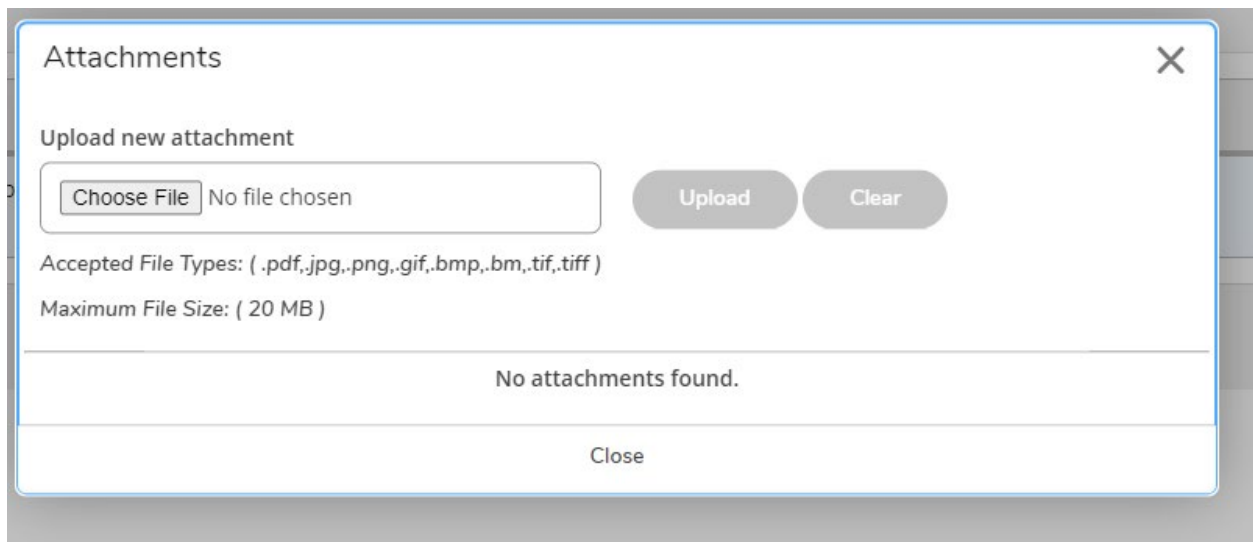From your Required Documents page, click on the "Manage" button under the Attachments column

Attachments
📄 Manage ⓪

You will also see that initially the status of your required document is Incomplete in the Status column:

Status
Incomplete
1/5/2023

The "Attachments" pop-up will appear

Once you have clicked on the "Manage" button a pop-up will appear where you can upload your documents:

Attachments   ✕

Upload new attachment

| Choose File | No file chosen | Upload   Clear

Accepted File Types: (.pdf,.jpg,.png,.gif,.bmp,.bm,.tif,.tiff)

Maximum File Size: (20 MB)

No attachments found.

Close

Note that there are only certain types of files that can be uploaded through Self-Service. These are listed under the "Choose File" text box and are as follows:

1. .pdf
2. .jpg (image file)
3. .png (image file)
4. .gif (image file)
5. .bmp (image file)
6. .tif (image file)

7. .tiff (image file)

You will not be able to attach documents that are not in any of the above formats, for instance, Microsoft Word or Excel documents cannot be uploaded through Self-Service.
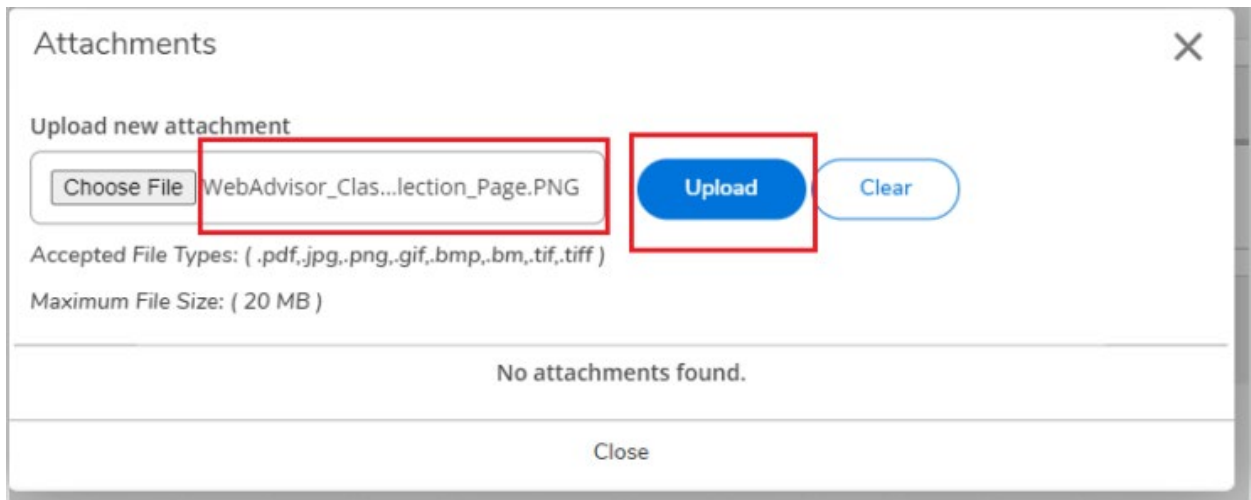
Click on the "Choose File" button

Select the document that you want to upload by clicking on the "Choose File" button in the Attachments pop-up
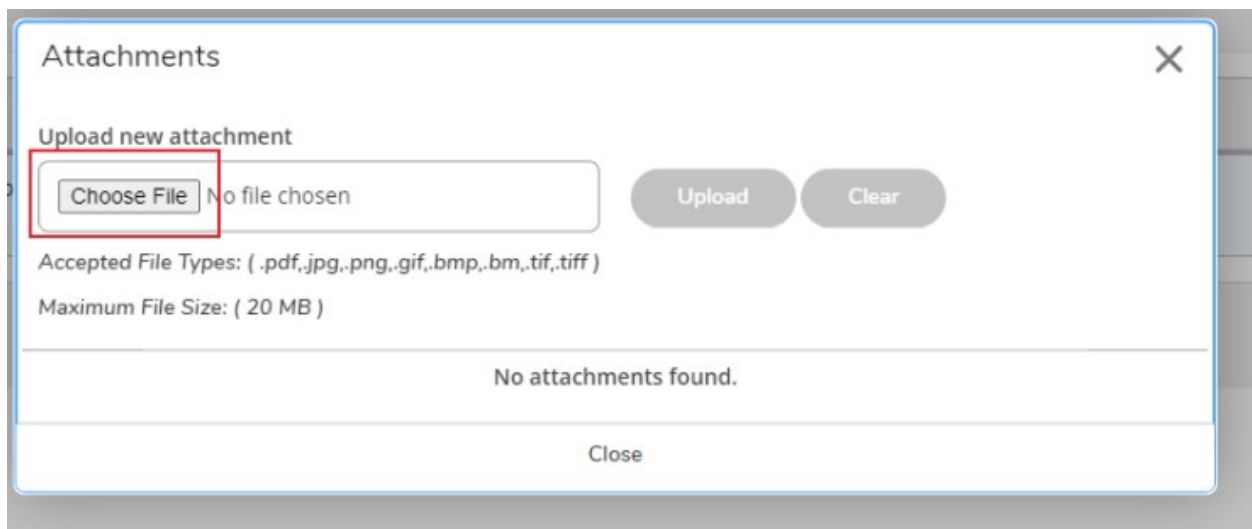
Click on the blue "Upload" button

Once you have selected your document you will see the document name in the "Upload new attachment" text box. Click on the Upload button to upload your document

[Successful upload message will appear in Green](#)

If the upload was successful you will see a message in green towards the top of the Attachments pop-up advising the your upload was successful
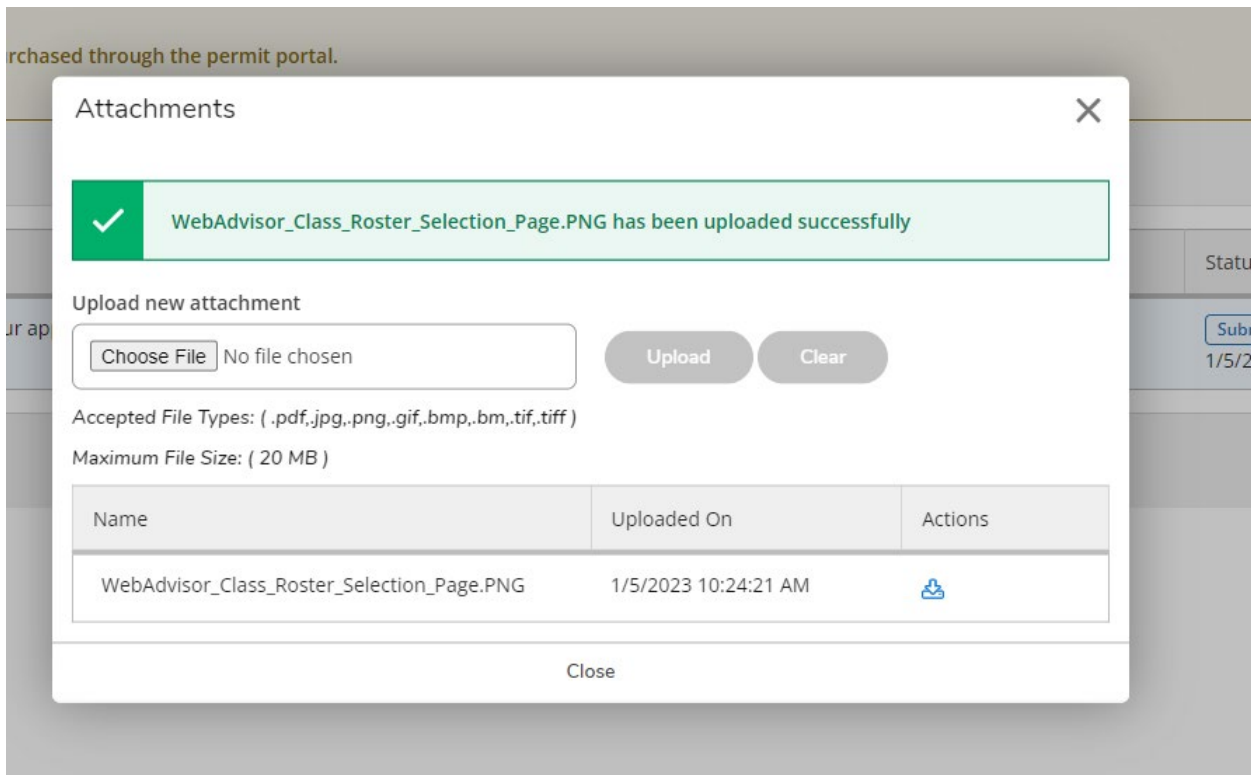
Uploading Additional documents

If you need to upload additional documents click on the "Choose File" button again to upload an additional document and then click on the Upload button to upload the additional document. You can continue to upload additional documents using this procedure:
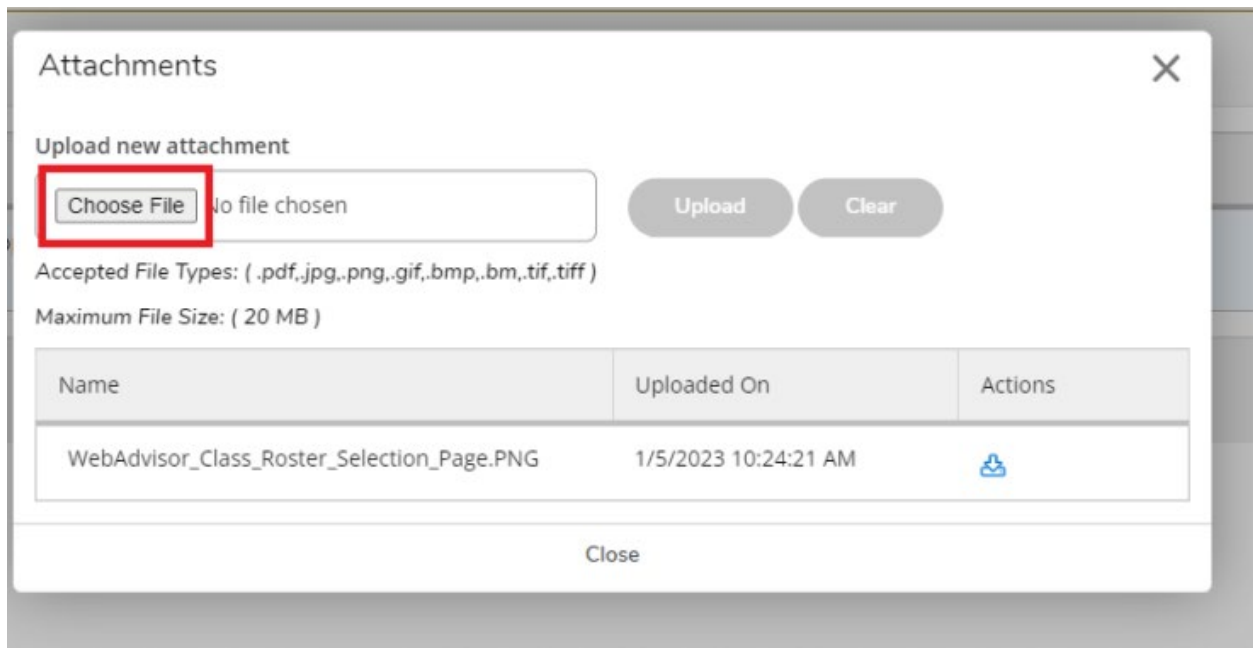
List of all uploaded documents display in the pop-up

You will see a list of all of the documents you have successfully uploaded at the bottom of the Attachments pop-up

Attachments   ✕

Upload new attachment

| Choose File | No file chosen | (Upload) (Clear)

Accepted File Types: (.pdf,.jpg,.png,.gif,.bmp,.bm,.tif,.tiff)

Maximum File Size: (20 MB)

Name	Uploaded On	Actions
WebAdvisor_Class_Roster_Selection_Page.PNG	1/5/2023 10:24:21 AM	⬇

Close

You can choose to download any of the documents you have uploaded by clicking on the download (down-arrow) icon under the "Actions" column:

	Actions
AM	⬇

Click "Close" on the pop-up

Once you have uploaded all your documents click on "Close" to close the Attachments pop-up

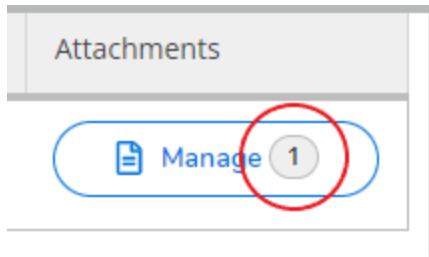## Status will have changed to "Submitted"

You should now see that the status of your Required Document has been automatically changed from "Incomplete" to "Submitted" and the "Manage" button has a circle with a number in it indicating the number of documents you have uploaded
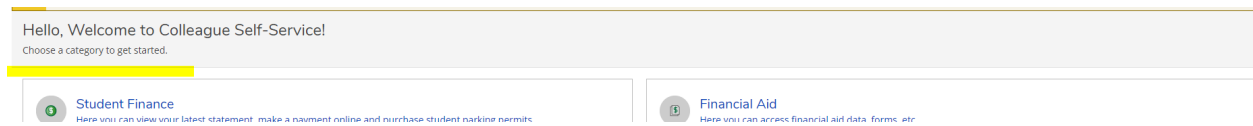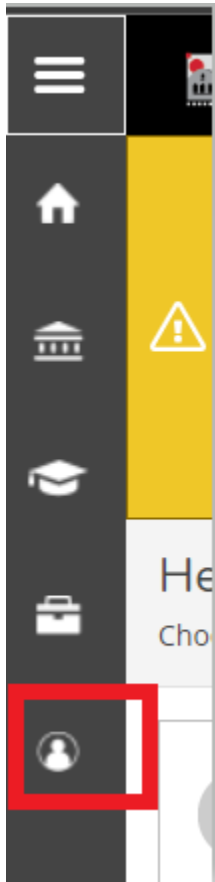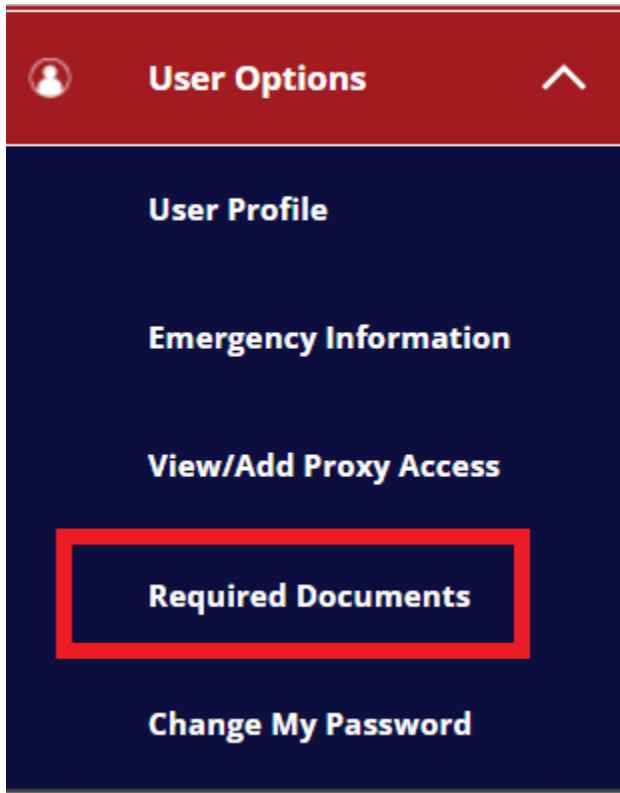
Once the International Students Office has reviewed your documents and marked them as complete the Required Document notification will disappear from your Self-Service Home page and you will no longer be able to upload any additional documents:

You can view your Completed Required Documents by clicking on the User Options menu in the left navigation

This will open your Required Documents page where you can view and download the documents you have already uploaded:

Document	Explanation	Due Date	Requesting Office	Status	Attachments
Intl Student Application	Please complete and return your application through Self-Service		International Students	Completed 1/5/2023	Manage (1)