

Uploading admissions materials through the VikingApp

Applicants who applied through the CSU App can log back in to their online application days, weeks or even months after submission of the app to upload admissions materials required by their program of study.

On the *Home* page -- the first page applicants come to after logging in -- there will be a *Manage Documents* link attached to every application the student has submitted for which admissions documents are required and have been approved for uploading.

The screenshot shows the top navigation bar with links for MyProfile, Downloadable Forms, Help, Contact Us, and LogOut. Below the navigation is a thank-you message for interest in Cleveland State University, stating that the application can be completed online and submitted electronically. It also mentions that users can access and change their answers as many times as they like using their account.

There are two main buttons for starting new applications:

- Start New Application**: Please click on *Start New Application* to create
 - Undergraduate Application** (Degree seeking, Certificate, Licensure, Nondegree)
 - Graduate Application** (Master's Degree, Post Masters, Doctoral Degree, Graduate Certificate, Graduate Licensure, Graduate Nondegree)
- Start New Alternative Application**: Please click on *Start New Alternative Application* to create
 - College Credit Plus Application** (High school students wishing to take college-level courses)

Below these buttons is a section titled "Your Applications" showing a list of applications. The first application is highlighted:

Application ID: W00000000202718 Undergraduate Application **Submitted** Plan: Art History
Created on: Mar 20 2020 14:15 Last Saved on: Mar 27 2020 15:00 Submitted on: Mar 27 2020 15:09 Payment: Pending

Buttons for this application include: Pay Fee, View Application, and **Manage Documents** (circled in red).

The *Manage Documents* link takes the applicant to the page where files can be uploaded.

The screenshot shows the "Your Documents" page for Application ID: W00000000202718. It lists supplemental documents required for admission or immigration purposes. It states that application materials can be uploaded using the link(s) provided below. Once all materials are received, the file will be evaluated.

For international applicants, it advises that foreign documents should be clear, complete, and easy to evaluate. It also notes that transcripts should be uploaded as one multi-page document, not one file per individual page. All foreign documents must be translated into English. It allows 5-6 business days for non-U.S. transcript information to be visible in CampusNet, as qualified evaluators review each document individually.

A warning states: **We do not accept password protected documents.** (APP_DOC4)

Under the heading "Unofficial College Transcripts", there is an **Upload** button.

To upload unofficial college transcripts, for example, the applicant simply clicks on the *Upload* link...

...and then the *Browse* button to search for the file to be uploaded from a computer hard drive or a shared network drive.

Upload Documents

*Application ID:*W00000000202718

*Document:*Unofficial College Transcripts

Please click the 'Browse' button and navigate to a file on your computer or on a network drive for upload. (APP_DOC2)

Once the appropriate file has been identified, the applicant simply clicks on the *Upload* button...

Upload Documents

*Application ID:*W00000000202718

*Document:*Unofficial College Transcripts

Please click the 'Browse' button and navigate to a file on your computer or on a network drive for upload. (APP_DOC2)

...and then *Submit*.

Unofficial College Transcripts

[Upload](#)

File:kent_state_transcript.doc Date Uploaded:Mar 27, 2020 03:54PM

[View](#)

[Delete](#)

[Submit](#)

Once a file has been submitted to Cleveland State, the applicant can no longer delete it, but the document can continue to be viewed.