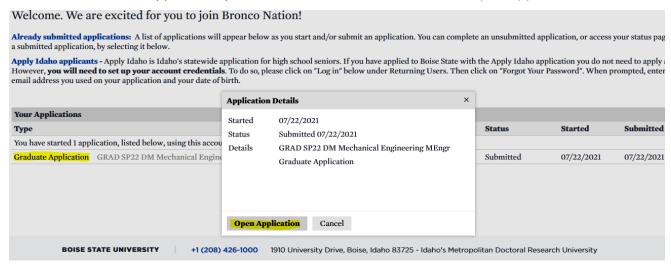
# Instructions for Uploading Program Admission Material

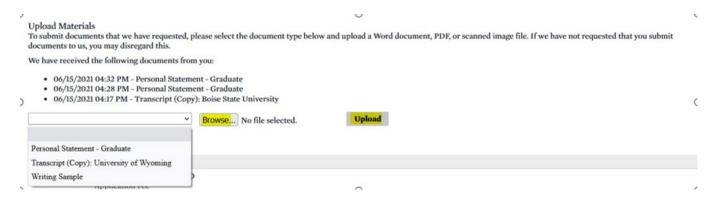
- 1. Login to the Graduate College Admission Application.
- 2. Choose the application you would like to access and click the Open Application button



3. Once in the application, you will see a list of materials that have been received or are currently awaiting submission under the Application Checklist.

Status	Details
✓ Received	Transcript for Boise State University
✓ Received	Personal Statement
× Awaiting	Transcript for University of Wyoming
✓ Waived	Writing Sample

4. To upload missing items use the drop down menu to choose the item you would like to submit.



Documents that have already been submitted will not appear in the drop down menu. Once you have selected the item you wish to upload click the Browse button to choose a file location. Select the file you wish to upload and click the Upload button.

## Trouble with your Program Material?

If you are experiencing problems with your application, you may contact the Graduate College at <a href="mailto:graduatecollege@boisestate.edu">graduatecollege@boisestate.edu</a> or by phone at (208) 426-4723 (GRAD) and we will be happy to assist you.

#### Help! My application material won't upload!

- If you unable to upload your material, here are a few simple steps you can take to resolve the issue.
  - o First, make sure that your file is within the file upload parameters.
  - o Export your document as a PDF and try to upload again.
  - Try clearing your cache and cookies, and closing and reopening your browser.
  - Try a completely different web browser (many people find problems when using the Microsoft Edge browser or Internet Explorer).
  - If you are still experiencing issues, please forward your recommendation material to the program you are applying for.

#### Can I waive my GRE or GMAT scores?

 Because the GRE and GMAT are program specific requirements, you will need to contact your program or program coordinator directly to see if they are able to waive the scores for you.

### My program told me I don't need [a resume, a letter of intent, etc.]?

- The Graduate College only requires three things from applicants: 1) a complete and submitted application, 2) an application fee, and 3) all of your official transcripts.
- If a program has notified you that they do not require certain material for your application to be complete, this is allowed. Missing items, other than transcripts, will not prevent your application from being reviewed.