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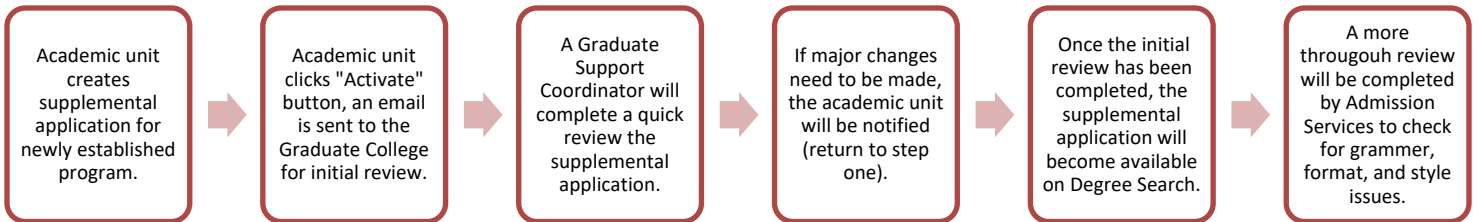
Purpose

The Graduate Supplemental Application Manager allows departments to customize online graduate admissions applications by plan code. The Supplemental Application Manager includes the following components. Academic units can choose which components to include based on their needs.

- Welcome Message
- Academic Plan Location
- ASU Specialization
- Faculty Consulted
- Letters of Recommendation
- Additional Questions
 - Short Answer Questions (up to four)
 - Yes/No Questions (up to four)
- Source of Referral
- Self-Reported Test Scores
- Personal Statement
- Additional Essays (up to two)
- Resume
- Unofficial Transcripts
- Employment History
- Prerequisite Courses

Process Overview

If submitting a supplemental application for the first time for a newly established program, an initial review will be completed by the Graduate College to ensure rapid activation of the supplemental application for the new academic program. This initial review will be followed by a formal review to be completed by Admission Services.



If submitting updates to a preexisting supplemental application, a formal review will be completed by Admission Services.



ASU Branding Guidelines

It is the responsibility of the academic unit to ensure that the supplemental application has been edited and is ready for publication. After activating the supplemental application, the submission will be checked for branding, grammar, functional URLs and formatting.

ASU branding guide

Refer to the ASU Enterprise Brand and Marketing Guide to ensure compliance to established branding guidelines. The ASU Enterprise Brand and Marketing Guide can be found at brandguide.asu.edu.

Grammar tips

Listed below are some common mistakes found on supplemental applications. Prior to activating the supplemental application, review for the following issues:

- One space after periods.
- Use “and” or “or” instead of “/”.
- “Admission Services” and “admission”, not “admissions”.
- Sentence case, not Initial Caps.
- “And,” not “&”.
- “My ASU” is two words, not “MyASU”.
- Lowercase “campus” and terms (e.g., Tempe campus and fall semester).
- Use **bold** instead of *italics* or ALL CAPS.
- Phone numbers are 555-555-5555, not 555.555.5555 or (555) 555-5555.
- Bulleted items get a period.

Language and tone tips

Keep it concise

- Use plain, spoken, honest language.
- Don't overwhelm the applicant with too many links.

Make it scannable

- Use short paragraphs.
- Use bullet points.
- Bold important words.
- Use vertical bars for long lists: (Aerospace engineering | Chemical engineering | Computer science)

Be helpful

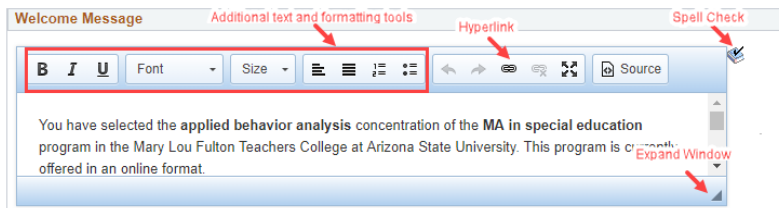
- Make it about them. “You,” not “we”.
- Help, not hype.
- Include contact information: phone, email and emailing address.

Font tips

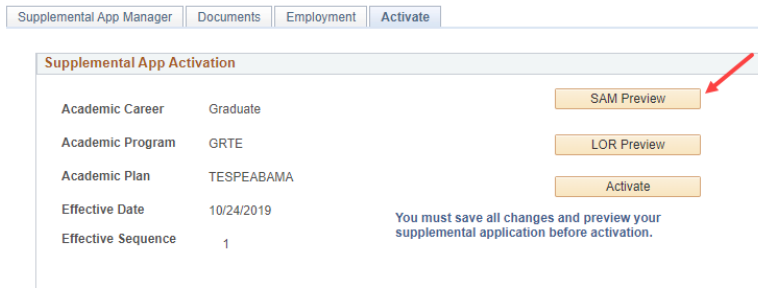
Ensure that the same font and font size is consistent throughout the supplemental application. Use notepad to copy and paste any pre-written content to ensure the correct font is displayed.

Helpful Hints

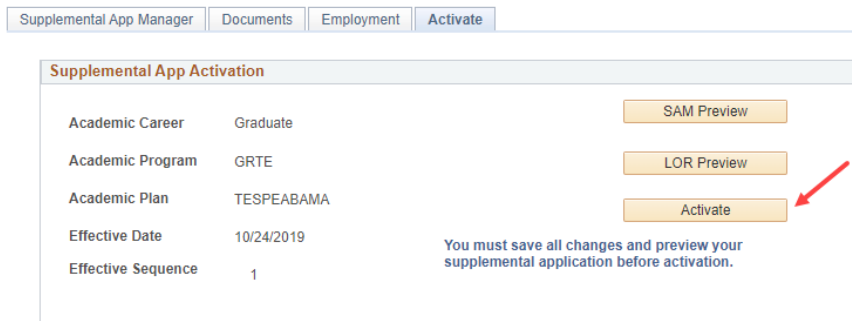
- **Draft your supplemental application requirements and questions before logging in.** This will allow you to create your supplemental application quickly.
- **Save and continue**
Click **Save and Continue** (at the bottom of each page) often while building your supplemental application. This process will not only save your changes while you are processing, but it will also identify areas that need elaboration or additional information.
- **Helpful tools in the app**



- **Copy and paste**
Should only be done through Notepad. Avoid copying and pasting from Word, websites, or any other programs other than Notepad due to formatting issues.
- **Preview**
Take a few minutes to proofread all pages before requesting for activation. The **SAM Preview** button is found on the **Activate** tab within the Supplemental Application Manager.

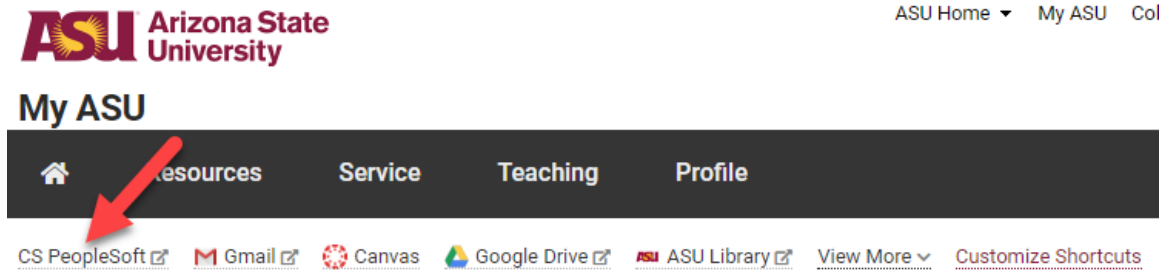


- **Activate**
Click **Activate** when all revisions have been completed. This will send the supplemental application for final review and activation to make it visible on Degree Search.

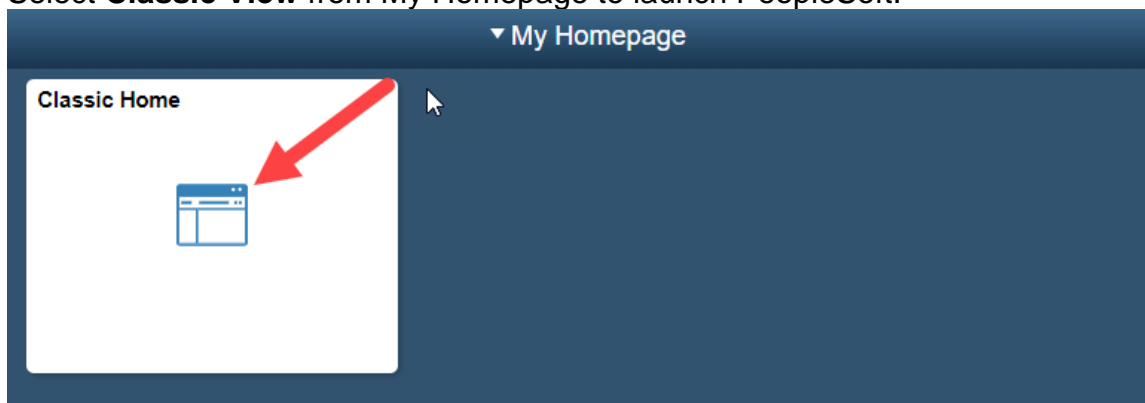


Navigating to the Supplemental Application Pages

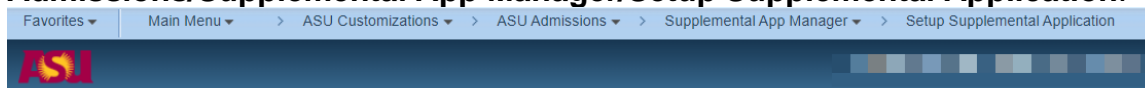
1. Log in to [My ASU](#) and click on the **CS PeopleSoft** link.



2. Select **Classic View** from My Homepage to launch PeopleSoft.



3. Once logged in to PeopleSoft, go to **Main Menu/ASU Customizations/ASU Admissions/Supplemental App Manager/Setup Supplemental Application.**



- To locate the supplemental application for a degree program, enter Academic Career, Academic Program, Academic Plan, Academic Organization, and/or Description and click **Search**. Please note that each academic plan has its own supplemental application. To view all plan codes listed under a specific academic unit, enter the Academic Career and Academic Organization only.

[Favorites](#) > [Main Menu](#) > [ASU Customizations](#) > [ASU Admissions](#) > [Supplemental App Manager](#) > [Setup Supplemental Application](#)

GR Supplemental App Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Academic Career =
 Academic Program begins with
 Academic Plan begins with
 Academic Organization begins with
 Description begins with

Supp App Exists
 Acad Plan Status begins with
 Case Sensitive
 Limit the number of results to (up to 300):

[Basic Search](#)

- If a supplemental application is being created for a new program, click **Setup Sup App** to begin entering data for the supplemental application.

[Favorites](#) > [Main Menu](#) > [ASU Customizations](#) > [ASU Admissions](#) > [Supplemental App Manager](#) > [Setup Supplemental Application](#)

Supp App History

Academic Career Graduate Acad Plan Status Active
 Academic Program GRTB
 Academic Plan TBGAMEMA Global Affairs and Management (Executive), MA

Create Supplemental Application

No supplemental application exists for this plan. Click here to setup a supplemental application.

If updating data for a pre-existing plan, click **Update** to begin updating pre-existing supplemental application data.

[Favorites](#) > [Main Menu](#) > [ASU Customizations](#) > [ASU Admissions](#) > [Supplemental App Manager](#) > [Setup Supplemental Application](#)

Supp App History

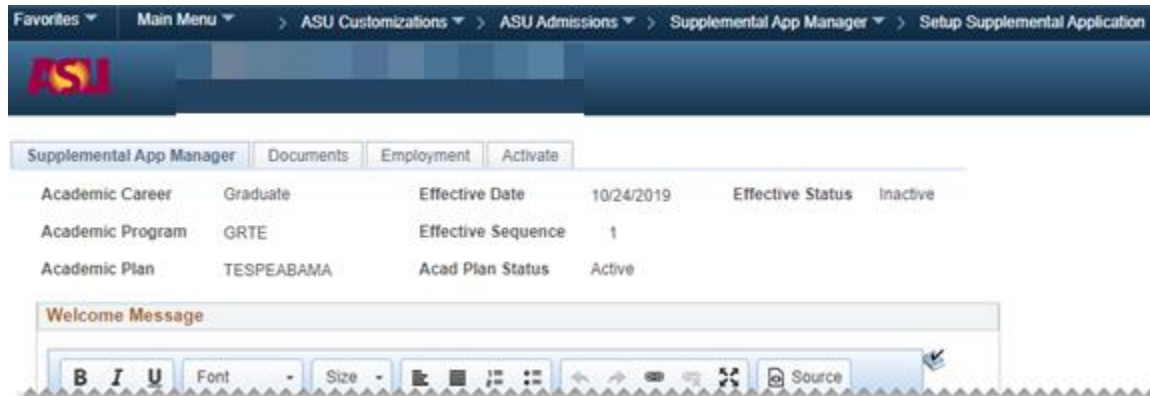
Academic Career Graduate Acad Plan Status Active
 Academic Program GRTE
 Academic Plan TESPEABAMA Special Education (Applied Behavior Analysis), MA

Supplemental Application History

Academic Plan	Effective Date	Effective Sequence	Effective Status	View	Edit
TESPEABAMA	10/24/2019	1	Inactive	View	Edit
TESPEABAMA	06/11/2019	1	Active	View	
TESPEABAMA	12/10/2018	1	Active	View	
TESPEABAMA	08/03/2018	1	Active	View	
TESPEABAMA	05/21/2018	1	Active	View	

Update supplemental application

6. After clicking on Setup Sup App or Update, the following page will be displayed, allowing for the addition, removal and revision of content appearing on the supplemental application. +



Information about Supplemental Application History

The Supplemental Application Manager maintains the history of changes that are made by using an Effective Date and Effective Sequence. When a supplemental application is first created, the effective date will show the date that you initiate updates and will show as being “Inactive” until the Activate button is clicked.

Once activated, future changes are made by clicking the **Update** button as shown in the screen shot above. Updating the supplemental application will create a new effective dated row and sequence and will remain inactive until the supplemental application is activated once again. It is important to recognize that an applicant will not see changes until the supplemental application has been activated by the Graduate College.

Important notes:

Applicants who began an application before changes were activated will continue to see the supplemental application that was active at the time they started.

The history section allows you to view the supplemental application at a particular point in time to see what it looked like for an applicant that started their application under an “older” supplemental application. No changes are permitted to the historical supplemental applications.

The Inactive row on the revision history is the inactive updated version of the supplemental application for that plan. To use this version these changes will need to be activated by Admission Services or the Graduate College.

Completing the Supplemental Application Manager Tab

Welcome Message

A welcome message can be inserted by overwriting the text appearing in the welcome message box. This message should include basic information about the department and graduate program the applicant is seeking admission into. It should also contain a link to the college website where the applicant can learn more about additional requirements.

The screenshot shows the 'Supplemental App Manager' interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', and a breadcrumb trail: 'ASU Customizations > ASU Admissions > Supplemental App Manager > Setup Supplemental Application'. Below this is the ASU logo. The main content area has tabs for 'Supplemental App Manager', 'Documents', 'Employment', and 'Activate'. Under 'Supplemental App Manager', there is a table with the following data:

Academic Career	Graduate	Effective Date	10/24/2019	Effective Status	Inactive
Academic Program	GRTE	Effective Sequence	1		
Academic Plan	TESPEABAMA	Acad Plan Status	Active		

Below the table is a 'Welcome Message' editor. It features a rich text editor toolbar with options for Bold (B), Italic (I), Underline (U), Font, Size, Bulleted List, Numbered List, Undo, Redo, Link, Unlink, and Source. The text area contains the following message:

You have selected the applied behavior analysis concentration of the MA in special education program in the Mary Lou Fulton Teachers College at Arizona State University. This program is currently offered in an online format.

Academic Plan Location

The Academic Plan Location field allows for a list of locations to be displayed. Check the **Display** checkbox to make the question visible to applicants and add a title to the **Customizable Label** field to provide additional information to the applicant. If applicants are required to choose an Academic Plan Location, click the check box for **Response Required**. Click **Locations** to add locations (i.e. campuses) for the applicant to choose from.

The screenshot shows the 'Supplemental App Manager' interface, similar to the previous one. The table data is the same. Below the table is a section titled 'Academic Plan Location' with the following configuration options:

- Display**:
- Customizable Label**:
- Response Required**:
- Locations**:

ASU Specialization

The ASU Specialization field allows a list of program specific specializations and concentrations to be displayed. Information added to the Specialization box will appear as a dropdown list, allowing the applicant to select their desired specialization(s).

The screenshot shows the 'Supplemental App Manager' interface. At the top, there is a navigation breadcrumb: Favorites > Main Menu > ASU Customizations > ASU Admissions > Supplemental App Manager > Setup Supplemental Application. Below this is the ASU logo and a header bar with tabs for 'Supplemental App Manager', 'Documents', 'Employment', and 'Activate'. The main content area displays details for an application: Academic Career (Graduate), Effective Date (10/24/2019), Effective Status (Inactive), Academic Program (GRTE), Effective Sequence (1), and Academic Plan (TESPEABAMA, Acad Plan Status: Active). Below this is a section titled 'ASU Specialization' with a table for configuration:

Display	Specialization Question Label	Response Required
<input checked="" type="checkbox"/>	Please select	<input checked="" type="checkbox"/> Specializations
<input type="checkbox"/>		<input type="checkbox"/> Specializations
<input type="checkbox"/>		<input type="checkbox"/> Specializations

To enter specialization information for students to choose from, click the blue hyperlink titled **Specializations**. A new screen will be displayed where specific specialization information can be added or removed.

The screenshot shows the 'Graduate Appl Admin' interface. At the top, there is a navigation breadcrumb: Favorites > Main Menu > ASU Customizations > ASU Admissions > Graduate Appl Admin. Below this is the ASU logo and a header bar.

Enter Academic Plan Specializations

Specialization Question Please select

Specialization		Status		
1	BACB Fifth Edition Task List Verified Course Sequence	Active	+	-
2	BACB® Fourth Edition Task List Verified Course Sequence	Inactive	+	-

If an answer to a specialization question is required of the applicant, click the check box for Response Required. Check the Display checkbox to display the question to applicants.

Faculty Consulted

The Faculty Consulted field allows for customized text to be added to inquire if the student has consulted with any faculty members. Enter questions related to faculty contact in the customizable label field and check the **Display** checkbox to make the question visible to applicants.

The screenshot shows the ASU Supplemental App Manager interface. The breadcrumb trail is: Favorites > Main Menu > ASU Customizations > ASU Admissions > Supplemental App Manager > Setup Supplemental Application. The ASU logo is visible in the top left. Below the breadcrumb trail, there are tabs for Supplemental App Manager, Documents, Employment, and Activate. The main content area displays application details: Academic Career (Graduate), Effective Date (10/24/2019), Effective Status (Inactive), Academic Program (GRTE), Effective Sequence (1), and Academic Plan (TESPEABAMA), Acad Plan Status (Active). Below this, there is a section titled "Faculty Consulted" with a "Display" checkbox (unchecked) and a "Customizable Label" text input field.

Letters of Recommendation

Enable/Disable

The Enable/Disable box allows the college to indicate if letters of recommendation will be required. If LORs are required as part of the application process, check the **Enable/Disable** box. If they are not required, leave the Enable/Disable box unchecked and proceed to the [Additional Questions](#) section.

The screenshot shows the "Letters of Recommendation" section. A red arrow points to the "Enable/Disable" checkbox, which is checked. The text "Letters of recommendation" is visible in a text box next to it. Below this is the "Applicant Instructions" section, which includes a rich text editor toolbar with buttons for Bold (B), Italic (I), Underline (U), Font, Size, Bulleted List, Numbered List, Undo, Redo, Link, Unlink, and Source. The text area below the toolbar contains the instruction: "Three professional recommendations are required in support of your application. Recommendations should come from individuals who have worked with you in professional or academic capacities, and".

Applicant Instructions

The Applicant Instructions box allows the college to add instructions to the application regarding the letter of recommendation submission method.

If letters of recommendation are only accepted by mail, provide the address for Graduate Admission Services and mailing instructions (found at admission.asu.edu/contact) in the Applicant Instructions box.

If letters of recommendation are accepted electronically, use the Applicant Instructions box to provide additional details to the applicant regarding the recommendation requirements.

Letters of Recommendation

Enable/Disable Letters of recommendation

Applicant Instructions

B *I* U Font Size [Bulleted List] [Numbered List] [Undo] [Redo] [Link] [Unlink] [Source]

Three professional recommendations are required in support of your application. Recommendations should come from individuals who have worked with you in professional or academic capacities, and who can attest to your aptitude in this field and your ability to succeed at graduate-level coursework.

Accept Online Letters of Recommendation

If online letters will be accepted, check the **Accept Online Letters of Recommendation** box.

Letters of Recommendation

Enable/Disable Letters of recommendation

Applicant Instructions

B *I* U Font Size [Bulleted List] [Numbered List] [Undo] [Redo] [Link] [Unlink] [Source]

Three professional recommendations are required in support of your application. Recommendations should come from individuals who have worked with you in professional or academic capacities, and who can attest to your aptitude in this field and your ability to succeed at graduate-level coursework.

Accept Online Letters of Recommendation

Display Overall Recommendation to Recommender

Allow Letter of Recommendation File Upload No File Upload

Allow Letter of Recommendation File Upload

Choose the file upload option from the drop box. Colleges can choose to not allow file uploads, allow file upload only, or allow file and question upload options.

Letters of Recommendation

Enable/Disable Letters of recommendation

Applicant Instructions

B *I* U Font Size [Bulleted List] [Numbered List] [Undo] [Redo] [Link] [Unlink] [Source]

Three professional recommendations are required in support of your application. Recommendations should come from individuals who have worked with you in professional or academic capacities, and who can attest to your aptitude in this field and your ability to succeed at graduate-level coursework.

Accept Online Letters of Recommendation

Display Overall Recommendation to Recommender

Allow Letter of Recommendation File Upload

- No File Upload
- File Upload Only
- File Upload and Questions
- No File Upload

Recommender Instructions

B *I* U Font Size [Bulleted List] [Numbered List] [Undo] [Redo] [Link] [Unlink] [Source]

If a File Upload is allowed, then you will need to add instructions for the file upload.

Display Overall Recommendation to Recommender

Allow Letter of Recommendation File Upload File Upload Only

File upload instructions

B I U Font Size [Icons] [Source]

Please upload a letter of recommendation for this applicant applying for the Ph.D. in Business Administration with a concentration in Management at Arizona State University. Important notes about the letter of recommendation upload process:

- Letters of recommendation must be saved in a .doc, .docx, .pdf, .txt, or .rtf format.
- Foreign characters should not be used in the file name.
- File names should not contain spaces.
- Do not password protect the file.

Recommender Instructions

Text entered in the Recommender Instructions will appear in the email sent to the applicant's recommenders. Provide instructions for the recommender to guide them through the recommendation process.

Recommender Instructions

B I U Font Size [Icons] [Source]

You have been asked to recommend this applicant for the MA in Special Education (Applied Behavior Analysis) program. Please rate this candidate on the criteria listed and respond to the questions provided. Include specific information that will assist the committee in making the appropriate

Minimum number of recommenders 3

Maximum number of recommenders 4

Require minimum recommenders before releasing to committee

Minimum/Maximum number of recommenders and require minimum recommender before releasing to committee

A minimum and maximum number of recommenders is required. The minimum number cannot be zero and the maximum number must be greater than or equal to the minimum number of recommenders. Enter the minimum and maximum number of recommenders by selecting the number of recommenders from the dropdown boxes. If LORs are optional and not required, you can enter "1" into the **Minimum number of recommenders** field, and instruct the applicant to enter their own email address if they do not wish to submit an LOR.

To withhold the recommender entries from being released to the committee for evaluation until the minimum number of recommendations have been received, check the **Require minimum recommenders before releasing to committee** box. If Letters of Recommendation are accepted, but not required, leave the box unchecked.

Note: These options may only be used if Accept Online Letters of Recommendation has been checked.

Recommender Instructions

B **I** **U**
Font ▾ Size ▾
☰ ☰ ☰ ☰
↶ ↷ ✉ 🗨 🔄
📎 Source

You have been asked to recommend this applicant for the MA in Special Education (Applied Behavior Analysis) program. Please rate this candidate on the criteria listed and respond to the questions provided. Include specific information that will assist the committee in making the appropriate

Minimum number of recommenders ▾

Maximum number of recommenders ▾

Require minimum recommenders before releasing to committee

Ranked Questions

The Ranked Questions section will display a series of items for the recommender to rank to evaluate the applicant’s skill set. A minimum of one ranked question is required to be listed in the space provided. Click +/- to add or remove questions.

Ranked Questions			
Num	Question Label		
1	professionalism	+	-
2	interaction with children in this population	+	-
3	collaboration with others	+	-
4	written expression	+	-
5	oral expression	+	-
6	flexibility	+	-
7	perseverance	+	-
8	initiative	+	-
9	overall performance rating	+	-

Sample Ranked Question example:

How would you rank the applicant in the following areas?

	Truly Exceptional Top 1%	Outstanding Top 5%	Excellent Top 10%	Very Good Top 25%	Average Top 50%	Below Average Lower 50%	Unable to Evaluate
Reasoning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Oral Communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Written Communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Discipline	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Initiative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to work with others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Short Answer Questions

The Short Answer Questions section will display a series of questions for the recommender to rank to evaluate the applicant's skill set. A minimum of one short answer question is required to be listed in the space provided. Click +/- to add or remove questions.

Short Answer Questions			
Num	Question Label		
1	What is the length of time and the circumstances in which you have known the applicant?	+	-
2	What are the applicant's strengths with respect to character, integrity, and observed performance?	+	-
3	What areas do you perceive might be weaknesses for this applicant?	+	-

Sample Short Answer Questions Example:

How long have you known the applicant and in what capacity?

Would you recommend that the applicant be admitted to this program?

Is there anything else you would like us to know about the applicant?

Note: See [Appendix B](#) to view information sent to recommender.

Additional Questions

The Additional Questions sections allows for free form questions to be added to the supplemental application for the applicant to complete. Check the **Enable/Disable** box to add additional questions. If additional questions are not needed, leave Enable/Disable unchecked and proceed to the [Source of Referral](#) section.

Additional Questions

Enable/Disable

This section is designed for short answers. For each question the applicant will be limited to a 255 character response.

Instructions

B I U Font Size [List Icons] [Navigation Icons] Source

Please respond to the questions below.

Short Answer Questions

Personalize | Find | [Grid Icon] First 1 of 1 Last

Num	Display	Question	Required		
1	<input checked="" type="checkbox"/>	How did you hear about this program?	<input checked="" type="checkbox"/>	+	-

Yes/No Questions

Personalize | Find | [Grid Icon] First 1-3 of 3 Last

Num	Display	Question	Required		
1	<input checked="" type="checkbox"/>	Do you plan to take the Board Certified Behavior Analyst® examination after c	<input checked="" type="checkbox"/>	+	-
2	<input checked="" type="checkbox"/>	I understand that this program does not lead to any Arizona Teachers Certifica	<input checked="" type="checkbox"/>	+	-
3	<input checked="" type="checkbox"/>	I reviewed the Accreditation and State Regulatory Authorizations available at a	<input checked="" type="checkbox"/>	+	-

Add instructions to the Instruction section. **Please note that there is a 255 character limit to the applicant's response and it is helpful to include this information in the Instruction section.**

Additional Questions

Enable/Disable

This section is designed for short answers. For each question the applicant will be limited to a 255 character response.

Instructions

B I U Font Size [List Icons] [Navigation Icons] Source

Please respond to the questions below.

Short Answer Questions

Personalize | Find | [Grid Icon] First 1 of 1 Last

Num	Display	Question	Required		
1	<input checked="" type="checkbox"/>	How did you hear about this program?	<input checked="" type="checkbox"/>	+	-

Yes/No Questions

Personalize | Find | [Grid Icon] First 1-3 of 3 Last

Num	Display	Question	Required		
1	<input checked="" type="checkbox"/>	Do you plan to take the Board Certified Behavior Analyst® examination after c	<input checked="" type="checkbox"/>	+	-
2	<input checked="" type="checkbox"/>	I understand that this program does not lead to any Arizona Teachers Certifica	<input checked="" type="checkbox"/>	+	-
3	<input checked="" type="checkbox"/>	I reviewed the Accreditation and State Regulatory Authorizations available at a	<input checked="" type="checkbox"/>	+	-

Add question text to the **Short Answer Question** and/or **Yes/No Questions** sections. Each question is limited to 100 characters. Check the **Display** box to make the question visible to the applicant. Check the **Required** box to require a response for that question. Click **+/-** to add or remove questions.

Additional Questions

Enable/Disable

This section is designed for short answers. For each question the applicant will be limited to a 255 character response.

Instructions

B I U Font Size [Icons] Source

Please respond to the questions below.

Short Answer Questions

Personalize | Find | [Icons] First 1 of 1 Last

Num	Display	Question	Required	
1	<input checked="" type="checkbox"/>	How did you hear about this program?	<input checked="" type="checkbox"/>	+ -

Yes/No Questions

Personalize | Find | [Icons] First 1-3 of 3 Last

Num	Display	Question	Required	
1	<input checked="" type="checkbox"/>	Do you plan to take the Board Certified Behavior Analyst® examination after c	<input checked="" type="checkbox"/>	+ -
2	<input checked="" type="checkbox"/>	I understand that this program does not lead to any Arizona Teachers Certifica	<input checked="" type="checkbox"/>	+ -
3	<input checked="" type="checkbox"/>	I reviewed the Accreditation and State Regulatory Authorizations available at e	<input checked="" type="checkbox"/>	+ -

Source of Referral

The Source of Referral section can be used to ask an applicant how they were referred or learned about the program. Check the **Enable/Disable** box to use the Source of Referral section. If the Source of Referral section is not needed, leave Enable/Disable box unchecked and proceed to the [Test Required](#) section.

Source of Referral

Enable/Disable

Instructions

[Empty text box]

Yes, I want to require at least 1 selection I want to allow only one selection

Setup Source of Referral

Active Flag	Description	
<input type="checkbox"/>	<input type="text"/>	+ -

Update the Source of Referral title by overwriting Source of Referral text that appears next to the Enable/Disable checkbox, if appropriate. Add a detailed description in the **Instructions** field that provides instructions to the applicant for how to complete this section.

Source of Referral

Enable/Disable Source of Referral

Instructions

Yes, I want to require at least 1 selection I want to allow only one selection

Setup Source of Referral

Active Flag	Description
<input type="checkbox"/>	

Check **Yes, I want to require at least 1 selection** if one or more selections is allowed. If limiting the application to only one source of referral selection, choose the **I want to allow only one selection**.

Source of Referral

Enable/Disable Source of Referral

Instructions

Yes, I want to require at least 1 selection I want to allow only one selection

Setup Source of Referral

Active Flag	Description
<input type="checkbox"/>	

To add referral source selections, input the referral source into the description box and click the **Activate Flag** box to display the input information. To add additional referral sources, click +.

Source of Referral

Enable/Disable Source of Referral

Instructions

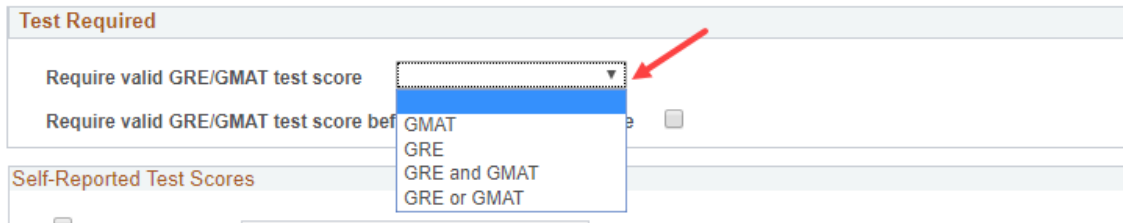
Yes, I want to require at least 1 selection I want to allow only one selection

Setup Source of Referral

Active Flag	Description
<input type="checkbox"/>	

Test Required

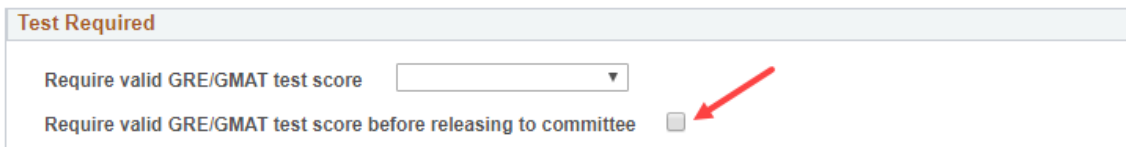
The Test Required section allows colleges to require an entrance exam from their applicants. Colleges can require GMAT only, GRE only, GRE and GMAT, or GRE or GMAT from the drop-down box appearing next to the **Require valid GRE/GMAT test score** field.



The screenshot shows the 'Test Required' section. It features a dropdown menu for 'Require valid GRE/GMAT test score' with a red arrow pointing to it. The dropdown menu is open, showing four options: GMAT, GRE, GRE and GMAT, and GRE or GMAT. Below this is a checkbox for 'Require valid GRE/GMAT test score before releasing to committee'.

Click the check box next to Require valid GRE/GMAT test scores before releasing to committee to delay the release of the application file until exam results have been received.

Note: Recommendations cannot be entered into g-portal until the required test score has been submitted by the applicant. If a college wishes to waive the GRE or GMAT requirement, this can be done by accessing the File Review section in g-portal.

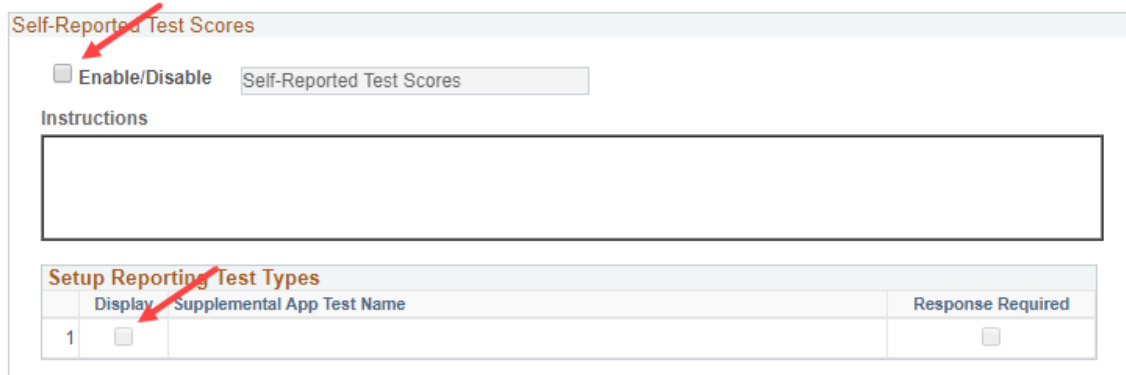


The screenshot shows the 'Test Required' section. It features a dropdown menu for 'Require valid GRE/GMAT test score' and a checkbox for 'Require valid GRE/GMAT test score before releasing to committee'. A red arrow points to the checkbox.

Self-Reported Test Scores

If your department accepts self-reported test scores, click the **Enable/Disable** box. Add a detailed description in the Instructions field that provides instructions to the applicant for how to complete this section.

Check the **Display** box to display the question in the Self-Reported Test Scores area. Check the **Required** box to require a response for that question. Click +/- to add or remove questions.



The screenshot shows the 'Self-Reported Test Scores' section. It features an 'Enable/Disable' checkbox with a red arrow pointing to it, a text area for 'Instructions', and a 'Setup Reporting Test Types' table. The table has three columns: 'Display', 'Supplemental App Test Name', and 'Response Required'. There is one row with the number '1' in the first column, a checkbox in the second column, and a checkbox in the third column.

	Display	Supplemental App Test Name	Response Required
1	<input type="checkbox"/>		<input type="checkbox"/>

Completing the Documents Tab

Personal Statement

To request an applicant to submit a personal statement for review, click the check box to **Enable/Disable**.

Instructions for the applicant regarding the requirements for the Personal Statement should be included in the Instructions box and should detail what is to be included in the Personal Statement.

Click the check box next to **Include file upload dialog box** to include text regarding upload requirements for the applicant. Click the check box next to **Applicant is required to upload file** to make this a required field.

The screenshot shows the ASU Supplemental App Manager interface. The breadcrumb trail is: Favorites > Main Menu > ASU Customizations > ASU Admissions > Supplemental App Manager > Set. The interface has a dark blue header with the ASU logo. Below the header are tabs: Supplemental App Manager, Documents (selected), Employment, and Activate. A table displays application details:

Academic Career	Graduate	Effective Date	10/24/2019	Effective Status	Inactive
Academic Program	GRTE	Effective Sequence	1		
Academic Plan	TESPEABAMA	Acad Plan Status	Active		

Below the table is a 'Personal Statement' configuration window. It includes:

- An **Enable/Disable** checkbox (checked) next to a text field containing 'Personal Statement'.
- A note: 'Documents uploaded will be merged into AppXtender as "Personal Statement or Essay"'
- An **Instructions** section with a rich text editor. A red arrow points to the text: 'Responses to short answer questions provide the admission committee with information regarding your personal or professional goals and how they align with the MA in special education (Applied Behavior Analysis) program. The admission committee pays particular attention to the quality of writing and ideas expressed in these responses as well as evaluating the relevance of goals to the'.
- Two checkboxes at the bottom, both checked and highlighted with a red box:
 - Include file upload dialog box**
 - Applicant is required to upload a file**

Additional Essay 1 and Additional Essay 2

Additional Essay 1 and Additional Essay 2 sections can be used to ask essay questions of applicants. Check the **Enable/Disable** boxes to utilize these sections.

Add essay questions and instructions for answering them in the Instruction box. Click the check box next to **Include file upload dialog box** to include text regarding upload requirements for the applicant. Click the check box next to **Applicant is required to upload a file** to make this a required section.

Additional Essay 1

Enable/Disable

Documents uploaded will be merged into AppXtender as "Personal Statement or Essay"

Instructions

Include file upload dialog box

Applicant is required to upload a file

Additional Essay 2

Enable/Disable

Documents uploaded will be merged into AppXtender as "Personal Statement or Essay"

Instructions

Include file upload dialog box

Applicant is required to upload a file

Resume

Check the **Enable/Disable** box to make the Resume section visible.

In the Instructions box, add information regarding what aspects should be included in their resume. Click the check box next to **Include file upload dialog box** to include text regarding upload requirements for the applicant. Click the check box next to **Applicant is required to upload file** to make this a required section.

Resume

Enable/Disable Resume

Documents uploaded will be merged into AppXtender as "Resume"

Instructions

B **I** **U** Font Size [List Bulleted] [List Numbered] [List Disc] [List Circle] [Undo] [Redo] [Link] [Unlink] [Fullscreen] [Source]

Please attach a resume of one to two pages. Include relevant personal, professional, educational and community activities.

Include file upload dialog box

Applicant is required to upload a file

Unofficial Transcripts

Check the **Enable/Disable** box to make the Unofficial Transcripts section visible.

Add informational text regarding the requirements for applicants to submit their unofficial transcripts. Click the check box next to **Include file upload dialog box** to include text regarding upload requirements for the applicant. Click the check box next to **Applicant is required to upload file** to make this a required field.

Important: Applicants can only upload one file to this section. If students have more than one transcript, **they will need to upload them in a single file.**

Note: See [Appendix E](#) for additional information regarding formatting prepopulated text box instructions.

Unofficial Transcripts

Enable/Disable Unofficial transcript

Documents uploaded will be merged into AppXtender as "Unofficial Transcripts"

Instructions

B I U Font Size [Icons] Source

If you are recommended for admission by the academic unit, you will be required to provide an official transcript (sent to us by mail directly from the institution). Your offer of admission and ability to register for classes will be contingent upon the receipt and verification of these official documents (which must show the award of degrees where appropriate).

Include file upload dialog box
 Applicant is required to upload a file

Save and Continue

Save and Continue

When all information has been entered or updated on the Documents tab, click **Save and Continue**.

1		
---	--	--

Jser ID Last Updated DateTime

Save and Continue

Completing the Employment Tab

Employment History

Check the **Enable/Disable** box to make the Employment History section visible.

The applicant will be asked to provide their current employer name, address, phone, job title, industry category, occupation category and years/months of experience.

If needed, the applicant can also be asked to include their current salary by clicking the checkbox next to **Yes, I want to gather salary information**. To require an applicant to submit salary information, click the checkbox to **Yes, I want to make salary a required response**.

The screenshot shows a form titled "Employment History". It contains a text box with instructions: "By selecting the employment section, your applicant will be asked to provide their current employer name, address, phone, job title, industry category, occupation category and years/months of experience. Optionally, you may choose to ask applicant for their current salary." Below this are three checkboxes: "Enable/Disable" (checked), "Yes, I want to gather salary information", and "Yes, I want to make salary a required response". A red box highlights the "Enable/Disable" checkbox and the text "Employment History" next to it.

Prerequisite Courses

Check the **Enable/Disable** box to make the Prerequisite Course section visible.

The Prerequisite Courses section is used to survey which prerequisites the applicant has completed. Add a statement in the instructions box that asks the applicant to evaluate the list of courses below and select the coursework that they have already successfully completed.

The screenshot shows a form titled "Prerequisite Courses". It contains a checkbox labeled "Enable/Disable" which is checked, next to a text box containing "Prerequisite Courses". Below this is a large text area labeled "Instructions" with a red arrow pointing to it. At the bottom, there is a table titled "Define Prerequisite Courses" with columns for "Seq Nbr" and "Description". The table has two rows: the first row has "1" in the "Seq Nbr" column and "ENG 100" in the "Description" column; the second row has "2" in the "Seq Nbr" column and an empty "Description" field. To the right of each row are "+" and "-" buttons. Below the table is a "Save and Continue" button.

Seq Nbr	Description		
1	ENG 100	+	-
2		+	-

Individual courses are added by listing the course title in the Description field under the Define Prerequisite Courses box. The seq nbr field indicates the order in which the courses are displayed to the student. Use 10, 20, 30 and modify/reorder as necessary. Click +/- to add or remove required course information.

Prerequisite Courses

Enable/Disable

Instructions

Define Prerequisite Courses

Seq Nbr	Description		
1	<input type="text" value="10"/> <input type="text" value="ENG 100"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
2	<input type="text" value="20"/> <input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Save and Continue

When all information has been entered or updated on the Employment tab, click **Save and Continue**.

1			
---	--	--	--

Jser ID Last Updated DateTime

Activating the Supplemental Application

SAM Preview

It is **strongly** recommended that prior to submitting the supplemental application that all pages have been reviewed for accuracy and grammatical and spelling errors. **Sections will appear differently in the SAM Preview than they do in the individual fields in PeopleSoft.** Refer to the SAM Preview checklist found in [Appendix D](#), the [ASU Branding Guide](#) and the [Helpful Hints](#) sections prior to requesting activation. Once all pages have been reviewed, move to the Activate step.

Activate

When you are satisfied with your supplemental application, click **Activate**. This will initiate a request for our staff to review your application for any technical errors. Please allow a few days for the review process. Once approved, our staff will activate the supplemental application for it to appear on Degree Search.

Appendix A – SAM Preview Screen Shots

Important areas to verify in the SAM preview are highlighted below:

Preview Supplemental Info

All fields are required unless otherwise noted as "Optional".

[Redacted]

Program name

Thank you for your interest in graduate studies at the [Redacted] at Arizona State University.

Important dates

In order to be considered for admission and funding, please complete your application and submit all required materials no later than January 15, 2020. Applications received after January 15 will be considered on a rolling basis until the program is full.

A complete application consists of the following required materials:

- application form
- official undergraduate transcript
- GRE score report, university code 4007. (There is no department code; use 0000 if prompted to supply one.)
- proof of English proficiency (if required)
- three letters of recommendation
- personal statement
- resume

Required supplemental materials

You may verify that ASU has received your official test scores, transcripts and letters of recommendation through [My ASU](#). It is the applicant's responsibility to check the application status and verify that all materials are received.

If you have any questions about the application process or the status of your application, please contact us at [Redacted]. We are pleased that you have chosen to apply to the [Redacted] program!

Contact information

Please select your area of specialization.

--Please Select One--

Please list any planning faculty with whom you have consulted. (optional)

Enter faculty name

LETTERS OF RECOMMENDATION

The [REDACTED] requires three letters of recommendation. We strongly encourage that at least two of the letters come from professors closely related to your area of interest. Professional letters of recommendation may be substituted. Personal recommendations will not be accepted. All letters of recommendation must be in English.

Instructions

Helpful information for applicant

Please provide the email addresses for your references. Upon the submission of your application, your references will receive an email from Graduate Admission Services. The email will include a link to upload a written letter of recommendation. Please confirm with your references that they have completed and posted the letters of recommendation.

Recommenders

First Name

Last/Family Name

Institution/Company

Email Address

LETTERS OF RECOMMENDATION

The [REDACTED] requires three letters of recommendation. We strongly encourage that at least two of the letters come from professors closely related to your area of interest. Professional letters of recommendation may be substituted. Personal recommendations will not be accepted. All letters of recommendation must be in English.

Instructions

Helpful information for applicant

Please provide the email addresses for your references. Upon the submission of your application, your references will receive an email from Graduate Admission Services. The email will include a link to upload a written letter of recommendation. Please confirm with your references that they have completed and posted the letters of recommendation.

Recommenders

First Name

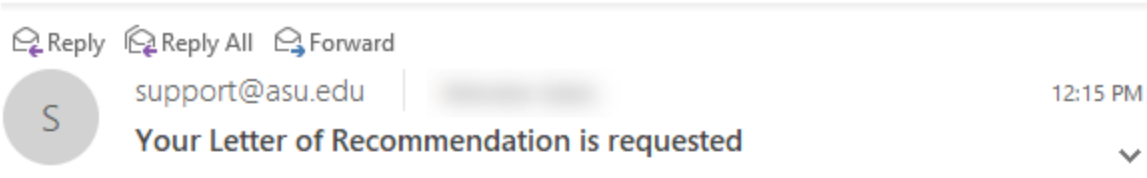
Last/Family Name

Institution/Company

Email Address

Appendix B – LOR Preview Screen Shots

Email sent to recommender:



[Redacted] has applied to the program of Applied Behavior Analysis (MS) at Arizona State University, and has provided your name as a reference.

An online recommendation form is waiting for you at [ASU's Letter of Recommendation Interface](#). When prompted, enter the following values that uniquely identify you to the recommendation system.

Recommender ID: [Redacted]
Validator: [Redacted]

This electronic Letter of Recommendation is designed for ease of use and will save you time in providing the necessary information. If you are unable to provide a recommendation, you can decline by checking the appropriate box on the form. We encourage you to respond to this recommendation request at your earliest convenience and preferably within a week of receipt of this email. [Redacted] depends on your recommendation for acceptance into ASU's graduate program.

Please do not reply to this email. If you have questions or need assistance, please contact us at msabapsych@asu.edu or 480/727-5024

We appreciate your response at your earliest possible convenience. Thank you for your time and support of this student.

If you're unable to click on the link above, please copy and paste this link into your browser: <https://webapp4.asu.edu/gradlor>.

Online Letter of Recommendation

Letter of Recommendation for

[REDACTED]

Program applied for: Applied Behavior Analysis, MS

Recommender Information

First Name:

Last Name:

Company Name:

Email Address:

Job Title:

Phone Number:

Recommender Instructions

This applicant has not waived her/his right to review this recommendation.

<p>Dear recommender: You have been requested to provide an assessment on the applicant's qualifications for graduate work toward the Psychology MS ABA at Arizona State University. In order for the applicant to be considered for admission, your letter must be received by the Department of Psychology by March 1.</p>

We encourage you to write your comments using a Word processor and paste into this Letter of Recommendation tool. There is a 25 minute session limit, so please save your work frequently by using the Save Form/Finish Later button at the bottom of the page.

Recommendation

What is your relationship to the applicant?

How long have you known the applicant?

 ▼ years ▼ months

Question 1: How long have you know the applicant and in what capacity?

10,000 character limit. Anything over this limit will be removed when you submit this form.

Question 2: How well do you think the applicant will perform in the program?

10,000 character limit. Anything over this limit will be removed when you submit this form.

File Upload

<p>Please upload the Letter of Recommendation as a PDF or DOC only.</p>

[Select file to upload](#)

Save and Continue

Save for Later

Decline Recommendation

Recommendation

What is your relationship to the applicant?

How long have you known the applicant?

0 ▼ years 0 ▼ months

Question 1: How long have you know the applicant and in what capacity?

10,000 character limit. Anything over this limit will be removed when you submit this form.

Question 2: How well do you think the applicant will perform in the program?

10,000 character limit. Anything over this limit will be removed when you submit this form.

File Upload

<p>Please upload the Letter of Recommendation as a PDF or DOC only.</p>

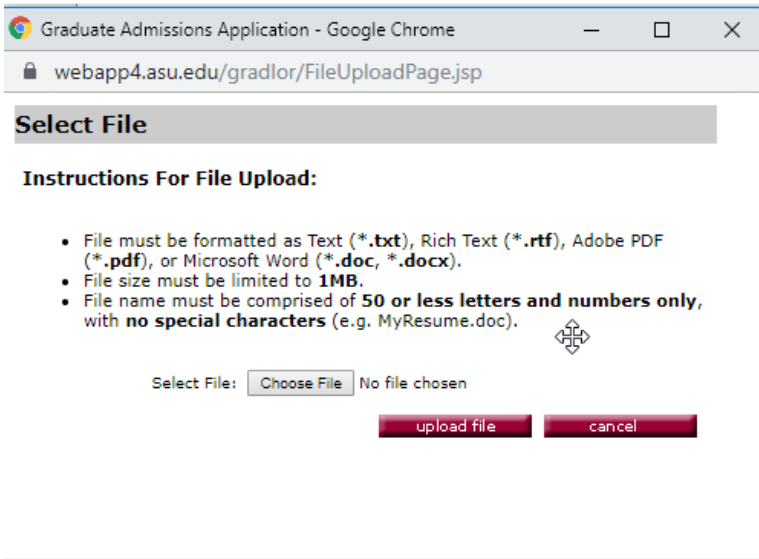
[Select file to upload](#)

Save and Continue

Save for Later

Decline Recommendation

Text box that appears after clicking Select file to upload:



Page displayed after clicking Save and Continue:

Online Letter of Recommendation

Letter of Recommendation for

Program applied for: Applied Behavior Analysis, MS

Review Recommendation

Please check that all answers are accurate and complete. You may want to print this page for your records. When you are ready, please press the "Save and Submit" button at the bottom of the page to submit this Letter of Recommendation.

Recommender Information

First Name: [redacted]
Last Name: [redacted]
Company Name: [redacted]
Email Address: [redacted]
Job Title: [redacted]
Phone Number: [redacted]

Recommender Instructions

This applicant has not waived their right to review this recommendation.

Recommendation

What is your relationship to the applicant? fake
How long have you known the applicant? 4 years 0 months

Question 1: How long have you know the applicant and in what capacity?
fake

Question 2: How well do you think the applicant will perform in the program?
fake

Recommendation

What is your relationship to the applicant? fake
How long have you known the applicant? 4 years 0 months

Question 1: How long have you know the applicant and in what capacity?
fake

Question 2: How well do you think the applicant will perform in the program?
fake

File Upload

A file with the name of Fake document.docx has been successfully uploaded

By checking the box below, you are certifying that you are the recommender identified at the top of this form. Checking this box also signifies that all of the recommendations and opinions regarding the applicant given on this form have not been falsified.

I certify that I am the recommender identified at the top of this form.

[Go back](#)


[Save and Submit](#)

Appendix C – Supplemental Application Student View

Listed below is an example of the student view of the supplemental application.


Note: Information displayed on the student view of the supplemental application is based on selections on PeopleSoft Supplemental App Manager pages. Not all sections available on the Supplemental App Manager pages are displayed below.

Supplemental Info Section

ASU Home ▾ My ASU Colleges & Schools ▾ Map & Locations ▾ Directory | SIGN IN

Graduate Admissions

APPLICATION ID: XXXXXXXXXX [Logout](#)



Supplemental Information

All fields are required unless otherwise noted as "Optional".

SPECIAL EDUCATION (APPLIED BEHAVIOR ANALYSIS) (MA)

You have selected the **applied behavior analysis** concentration of the **MA in special education** program in the Mary Lou Fulton Teachers College at Arizona State University. This program is currently offered in an online format.

The concentration in applied behavior analysis pairs research and experience to prepare professionals to work with individuals with special learning and behavior needs using the principles of applied behavior analysis.

For more information on this program including application deadlines, please visit the [Mary Lou Fulton Teachers College website](#). As part of the application process, you will be asked to list at least 3 individuals who will write professional letters of recommendation on your behalf, as well as upload a current resume and a personal statement which will consist of responses to short answer questions that are listed in the directions of the personal statement.

This program does **not** lead to any type of Arizona teacher certification or endorsement.

This program offers university coursework verified by the Behavior Analyst Certification Board® for students interested in sitting for the Board Certified Behavior Analyst® examination. For more information on the national BCBA examination, please visit www.bacb.com.

This program meets the BACB verified course sequence requirements to qualify to sit for the BCBA exam. Individual state licensure requirements vary. Applicants should consult the licensure requirements of the states in which they plan to practice.

If you reside outside Arizona, please review the Accreditation and State Regulatory Authorizations available from [ASU Online](#) prior to submitting an application.

Please select

LETTERS OF RECOMMENDATION

Three professional recommendations are required in support of your application. Recommendations should come from individuals who have worked with you in professional or academic capacities, and who can attest to your aptitude in this field and your ability to succeed at graduate-level coursework. Please note that we do not accept personal references from friends or family members.

Recommenders

First Name

Last/Family Name

Institution/Company

Email Address

First Name

Last/Family Name

Institution/Company

Email Address

PERSONAL STATEMENT

Responses to short answer questions provide the admission committee with information regarding your personal or professional goals and how they align with the MA in special education (Applied Behavior Analysis) program. The admission committee pays particular attention to the quality of writing and ideas expressed in these responses as well as evaluating the relevance of goals to the aims of the program.

Please respond to three of the four questions below. Responses should be limited to 150-200 words per question.

1. Describe one of more personal or professional goals that motivated you to apply for this degree. How will completion of the MA in special education (applied behavior analysis) program help you fulfill these goals?
2. Describe a quality that you believe is critical in working with an individual with special needs and include at least one situation where you have demonstrated this quality.
3. Describe an individual with special needs and how you supported him or her.
4. Briefly discuss why you are interested in pursuing a graduate degree at this time. What steps have you taken (or will you take) to ensure that you will be successful in this program?

- File must be formatted as Text (*.txt), Rich Text (*.rtf), Adobe PDF (*.pdf), or Microsoft Word (*.doc, *.docx).
- File size must be limited to **1MB**.
- File name must be limited to **50** or fewer characters.

Additional Info Section



Graduate Admissions

APPLICATION ID:

[Logout](#)



Additional Information

All fields are required unless otherwise noted as "Optional".

Resume

Please upload a resume of one to two pages. Include relevant personal, professional, educational and community activities.

- File must be formatted as Text (*.txt), Rich Text (*.rtf), Adobe PDF (*.pdf), or Microsoft Word (*.doc, *.docx).
- File size must be limited to **1MB**.
- File name must be comprised of **50** or less characters

Unofficial transcript (optional)

If you are recommended for admission by the academic unit, you will be required to provide an official transcript (sent to us by mail directly from the institution). Your offer of admission and ability to register for classes will be contingent upon the receipt and verification of these official documents (which must show the award of degrees where appropriate).

The unofficial transcript that is uploaded must match the official transcript we receive. Do not upload spreadsheet documents as these are not acceptable for review. Instead, you can use a screen-capture or a picture of the official transcript and copy and paste the image onto a Word document. You are also allowed to scan and upload a copy of your official transcripts (this is preferred). Please include the transcript key or legend (often on the back of the official transcript) in your upload.

Arizona State University reserves the right to require official transcripts any time prior to admission review and revoke any admission decisions if the unofficial transcript(s) do not match the official transcripts

- File must be formatted as Text (*.txt), Rich Text (*.rtf), Adobe PDF (*.pdf), or Microsoft Word (*.doc, *.docx).
- File size must be limited to **1MB**.
- File name must be comprised of **50** or less characters

Unofficial Transcript College

ADDITIONAL QUESTIONS

Please respond to the questions below.

How did you hear about this program?

Do you plan to take the Board Certified Behavior Analyst® examination after completing this program?

I understand that this program does not lead to any Arizona Teachers Certification or Endorsement.

I reviewed the Accreditation and State Regulatory Authorizations available at asuonline.edu.

Cancel

Save and Continue

Appendix D – SAM Preview Checklist

Prior to activating the supplemental application, check for the following commonly found issues:

- One** space after periods, not two.
- Use “and” or “or” instead of “/”.
 - ~~flier/brochures~~
 - flier or brochure
- Bulleted lists are sentence case with a capital letter and a period.
- Admission is singular, not plural.
 - ~~admissions committee~~
 - admission committee
- The font is uniform throughout the application.
- Websites, emails, mailing addresses and phone numbers are up to date.
- Requirements for the program’s applications are the same as the information that is listed on the department’s website.
- Everything** has been proofread in the SAM Preview function.

Appendix E – Block Text Issues

Some options will include prepopulated blocks of text. These text blocks need to be updated and formatted to ensure that they conform to style and formatting guidelines, as well as the needs for each academic program. The text block found in the Unofficial Transcripts section needs a number of these updates. The update process is listed below.

Text as it appears automatically:

The screenshot shows the 'Unofficial Transcripts' configuration page. At the top, there is a checkbox labeled 'Enable/Disable' which is checked, and a text input field containing 'Unofficial transcript'. Below this, a message states: 'Documents uploaded will be merged into AppXtender as "Unofficial Transcripts"'. The main section is titled 'Instructions' and contains a rich text editor with a toolbar (bold, italic, underline, font, size, bulleted list, numbered list, undo, redo, link, unlink, source) and a text area. The text in the area reads: 'If you are recommended for admission by the academic unit, you will be required to provide an official transcript (sent to us by mail directly from the institution). Your offer of admission and ability to register for classes will be contingent upon the receipt and verification of these official documents (which must show the award of degrees where appropriate). The unofficial transcript that is uploaded must match the official transcript we receive. Do not upload spreadsheet documents as these are not acceptable for review. Instead, you can use a screen-capture or a picture of the official transcript and copy/paste the image onto a Word document. You are also allowed to scan and upload a copy of your official transcripts (this is preferred). Please include the transcript key or legend (often on the back of the official transcript) in your upload. Arizona State University reserves the right to require official transcripts any time prior to admissions review and revoke any admissions decisions if the unofficial transcript(s) do not match the official transcripts'. At the bottom of the page, there are two checkboxes: 'Include file upload dialog box' (checked) and 'Applicant is required to upload a file' (unchecked). A 'Save and Continue' button is located at the bottom right.

Text with areas needing correction highlighted:

This screenshot is identical to the one above but includes red annotations. A red arrow points to the start of the first sentence with the label 'Begin new paragraph'. Another red arrow points to the phrase 'admissions review' with the label 'Update to admission'. A third red arrow points to the phrase 'admissions decisions' with the label 'update to admission decisions'. A fourth red arrow points to the phrase 'copy/paste' with the label 'Update to copy and paste'. The 'Save and Continue' button is at the bottom right.

Text after corrections have been made:

Unofficial Transcripts

Enable/Disable

Documents uploaded will be merged into AppXtender as "Unofficial Transcripts"

Instructions

B I U Font Size Source

If you are recommended for admission by the academic unit, you will be required to provide an official transcript (sent to us by mail directly from the institution). Your offer of admission and ability to register for classes will be contingent upon the receipt and verification of these official documents (which must show the award of degrees where appropriate).

The unofficial transcript that is uploaded must match the official transcript we receive. Do not upload spreadsheet documents as these are not acceptable for review. Instead, you can use a screen-capture or a picture of the official transcript and copy and paste the image onto a Word document. You are also allowed to scan and upload a copy of your official transcripts (this is preferred). Please include the transcript key or legend (often on the back of the official transcript) in your upload.

Arizona State University reserves the right to require official transcripts any time prior to admission review and revoke any admission decisions if the unofficial transcript(s) do not match the official transcripts

Include file upload dialog box
 Applicant is required to upload a file

Save and Continue