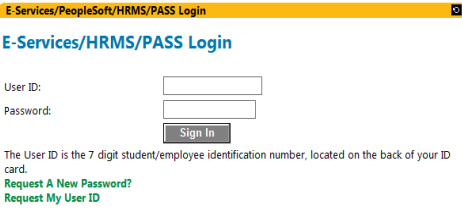
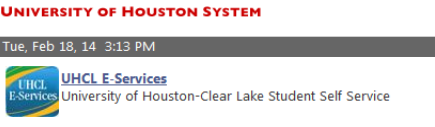
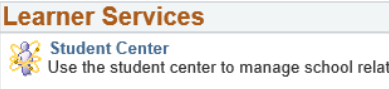
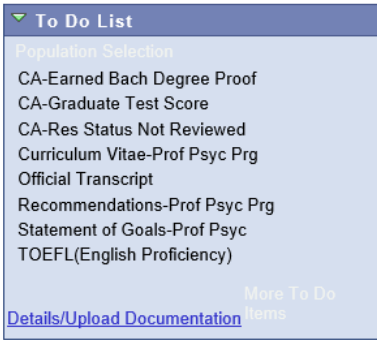

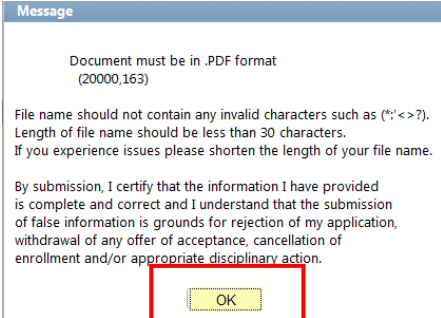
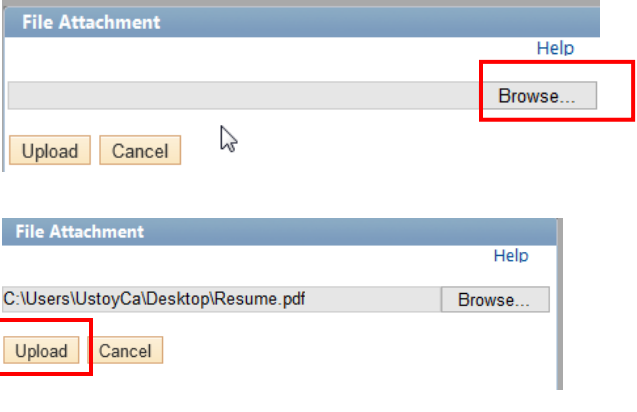
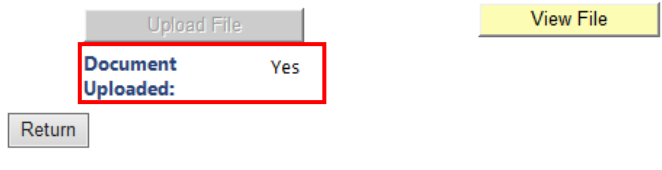



Uploading Documents for Admissions Requirements

| Steps | Illustrations | | | | | | |
|---|--|--|---------------|--------------------|--------------------------------------|--------------------|--------------------------------------|
| 1. Go to www.uhcl.edu/eservices and login using your 7 digit user ID and password to access E-Services. |  | | | | | | |
| 2. Click on the UHCL E-Services link . |  | | | | | | |
| 3. Click on the Student Center link under Learner Services . |  | | | | | | |
| 4. Under your To-Do List , click on Details/Upload Documentation link. |  | | | | | | |
| 5. To upload a document, click on the Upload/View Document link for that item. | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Statement of Goals-Prof Psyc</td> <td style="width: 10%;">11/04/2016</td> <td style="width: 10%;">Initiated</td> <td style="width: 15%;">UH-Clear Lake</td> <td style="width: 15%;">Admissions Program</td> <td style="width: 25%;">Upload/View Document</td> </tr> </table> | Statement of Goals-Prof Psyc | 11/04/2016 | Initiated | UH-Clear Lake | Admissions Program | Upload/View Document |
| Statement of Goals-Prof Psyc | 11/04/2016 | Initiated | UH-Clear Lake | Admissions Program | Upload/View Document | | |
| 6. Click on the Upload File button |  | | | | | | |

| <p>7. The system will provide a message to indicate that the file naming conventions and format required. It will also provide you a statement asking for certification of information provided.</p> <p>8. Click OK</p> |  <p>Message</p> <p>Document must be in .PDF format (20000,163)</p> <p>File name should not contain any invalid characters such as (*:'<>?). Length of file name should be less than 30 characters. If you experience issues please shorten the length of your file name.</p> <p>By submission, I certify that the information I have provided is complete and correct and I understand that the submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment and/or appropriate disciplinary action.</p> <p>OK</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|------------|---------------|-------------------------|--|-------------------------|-------------------------|---|------------|-----------|---------------|--------------------|--|--|------------|-----------|---------------|--------------------|--|--|------------|-----------|---------------|--------------------|--|--|------------|-----------|---------------|--------------------|--------------------------------------|-------------------------------------|------------|-----------|---------------|--------------------|--|---|------------|-----------|---------------|--------------------|--|--|------------|-----------|---------------|--------------------|--------------------------------------|---|------------|-----------|---------------|--------------------|--|
| <p>9. Click on Browse to find file.</p> <p>10. Select file from your computer and click on upload.</p> |  <p>File Attachment</p> <p>Help</p> <p>Browse...</p> <p>Upload Cancel</p> <hr/> <p>File Attachment</p> <p>Help</p> <p>C:\Users\UstoyCa\Desktop\Resume.pdf Browse...</p> <p>Upload Cancel</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>11. Once the document has successfully uploaded, the system will show View File and Document Uploaded will show Yes.</p> <p>12. Click on Return.</p> |  <p>Upload File View File</p> <p>Document Uploaded: Yes</p> <p>Return</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>13. You can then return to the To Do List to view any remaining to do items.</p> |  <p>To Do List</p> <p>Your current To Do items are shown below. To sort or filter your To Do items, change the options below and click Go</p> <p>View your To Do items by</p> <p>Due Date <input type="text" value=""/></p> <p>Institution <input type="text" value="UH-Clear Lake"/></p> <p>Function <input type="text" value=""/></p> <p>go</p> <table border="1"> <thead> <tr> <th>To Do Item</th> <th>Due Date</th> <th>Status</th> <th>Institution</th> <th>Administrative Function</th> <th>Details/Upload Document</th> </tr> </thead> <tbody> <tr> <td>CA-Earned Bach Degree Proof</td> <td>11/04/2016</td> <td>Initiated</td> <td>UH-Clear Lake</td> <td>Admissions Program</td> <td>Not uploadable-Review Item Description</td> </tr> <tr> <td>CA-Graduate Test Score</td> <td>11/04/2016</td> <td>Initiated</td> <td>UH-Clear Lake</td> <td>Admissions Program</td> <td>Not uploadable-Review Item Description</td> </tr> <tr> <td>CA-Res Status Not Reviewed</td> <td>11/04/2016</td> <td>Initiated</td> <td>UH-Clear Lake</td> <td>Admissions Program</td> <td>Not uploadable-Review Item Description</td> </tr> <tr> <td>Curriculum Vitae-Prof Psyc Prg</td> <td>11/04/2016</td> <td>Initiated</td> <td>UH-Clear Lake</td> <td>Admissions Program</td> <td>Upload/View Document</td> </tr> <tr> <td>Official Transcript</td> <td>11/04/2016</td> <td>Initiated</td> <td>UH-Clear Lake</td> <td>Admissions Program</td> <td>Not uploadable-Review Item Description</td> </tr> <tr> <td>Recommendations-Prof Psyc Prg</td> <td>11/04/2016</td> <td>Initiated</td> <td>UH-Clear Lake</td> <td>Admissions Program</td> <td>Not uploadable-Review Item Description</td> </tr> <tr> <td>Statement of Goals-Prof Psyc</td> <td>11/04/2016</td> <td>Initiated</td> <td>UH-Clear Lake</td> <td>Admissions Program</td> <td>Upload/View Document</td> </tr> <tr> <td>TOEFL (English Proficiency)</td> <td>11/04/2016</td> <td>Initiated</td> <td>UH-Clear Lake</td> <td>Admissions Program</td> <td>Not uploadable-Review Item Description</td> </tr> </tbody> </table> | To Do Item | Due Date | Status | Institution | Administrative Function | Details/Upload Document | CA-Earned Bach Degree Proof | 11/04/2016 | Initiated | UH-Clear Lake | Admissions Program | Not uploadable-Review Item Description | CA-Graduate Test Score | 11/04/2016 | Initiated | UH-Clear Lake | Admissions Program | Not uploadable-Review Item Description | CA-Res Status Not Reviewed | 11/04/2016 | Initiated | UH-Clear Lake | Admissions Program | Not uploadable-Review Item Description | Curriculum Vitae-Prof Psyc Prg | 11/04/2016 | Initiated | UH-Clear Lake | Admissions Program | Upload/View Document | Official Transcript | 11/04/2016 | Initiated | UH-Clear Lake | Admissions Program | Not uploadable-Review Item Description | Recommendations-Prof Psyc Prg | 11/04/2016 | Initiated | UH-Clear Lake | Admissions Program | Not uploadable-Review Item Description | Statement of Goals-Prof Psyc | 11/04/2016 | Initiated | UH-Clear Lake | Admissions Program | Upload/View Document | TOEFL (English Proficiency) | 11/04/2016 | Initiated | UH-Clear Lake | Admissions Program | Not uploadable-Review Item Description |
| To Do Item | Due Date | Status | Institution | Administrative Function | Details/Upload Document | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CA-Earned Bach Degree Proof | 11/04/2016 | Initiated | UH-Clear Lake | Admissions Program | Not uploadable-Review Item Description | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CA-Graduate Test Score | 11/04/2016 | Initiated | UH-Clear Lake | Admissions Program | Not uploadable-Review Item Description | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Curriculum Vitae-Prof Psyc Prg | 11/04/2016 | Initiated | UH-Clear Lake | Admissions Program | Upload/View Document | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Official Transcript | 11/04/2016 | Initiated | UH-Clear Lake | Admissions Program | Not uploadable-Review Item Description | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Recommendations-Prof Psyc Prg | 11/04/2016 | Initiated | UH-Clear Lake | Admissions Program | Not uploadable-Review Item Description | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Statement of Goals-Prof Psyc | 11/04/2016 | Initiated | UH-Clear Lake | Admissions Program | Upload/View Document | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOEFL (English Proficiency) | 11/04/2016 | Initiated | UH-Clear Lake | Admissions Program | Not uploadable-Review Item Description | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |