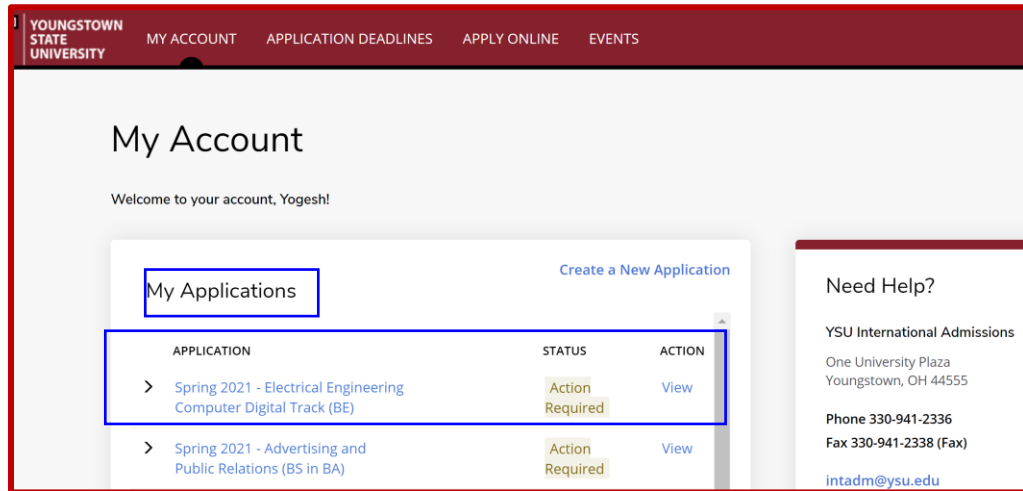


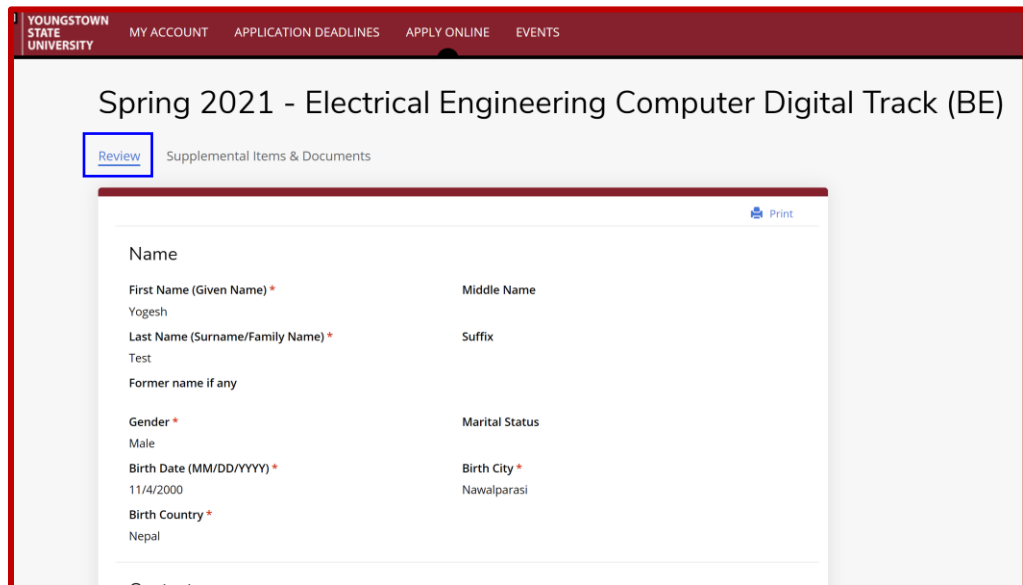
# 1. How to view your application?

1.1 Login to your application portal.

1.2 On the **My Account** page of your application portal, you can see your application under **My Applications**.



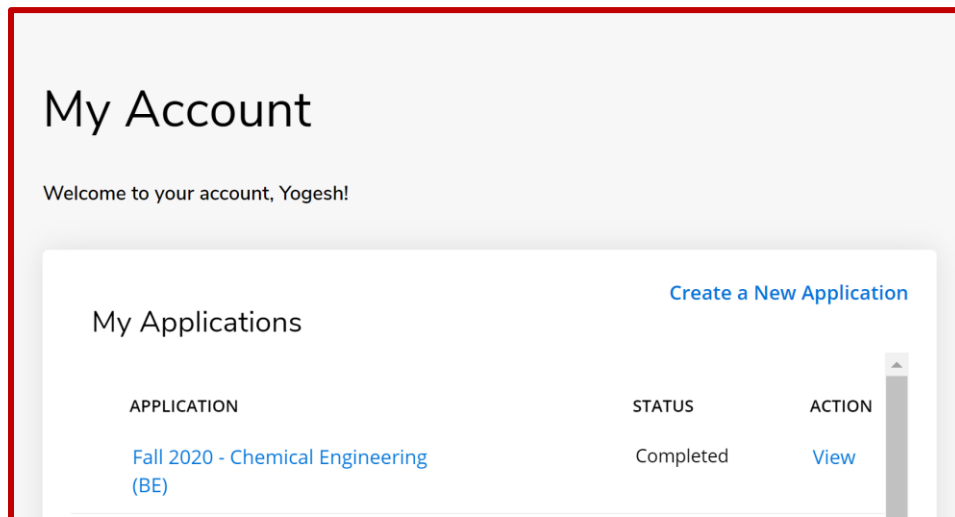
1.3 Click on your application under **Application** or **View** under **Action** to review the application you have submitted or completed. You cannot edit your application after it is submitted.



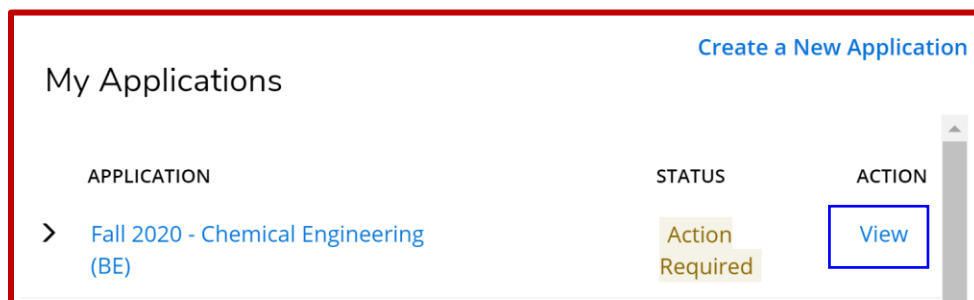
## 2. How to submit Supplemental Items?

You can submit the supplemental items once you have submitted the application and paid the application fee. **Please note that applicants can upload unofficial supplemental items only.** Only the International Admission Office staff members can upload the official documents after receiving them.

2.1 Click on the **MY ACCOUNT** at the top of your application portal.



2.2 Click **View** under **ACTION** column.



2.3 You will enter **Supplemental Items & Documents** page. Read the instructions at the top of this page in the **Supplemental Items** section regarding the required documents.

## Fall 2020 - Chemical Engineering (BE)

Review Supplemental Items & Documents

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### Supplemental Items

You must submit required supplemental items to complete your application. For admission review purpose, YSU accepts scanned copies of original/official credentials in PDF format. Supplemental items should be submitted via the links in the sections below. Upload unofficial documents (required only marked with \*) for admission review.

Students who are admitted on the basis of scanned documents (unofficial) must: (a) Mail in or bring in the official transcripts and degree certificates if required by the first day of international student orientation; (b) request the test center to send the official Language Test Report directly to YSU Office of International Admissions (code: 1975) after being admitted, if English Proficiency is not waived. Please note: Students will not be allowed to register for classes before official credentials are received. Please check [Official Transcripts and Degree Certificates and How to Submit page](#) for detailed information.

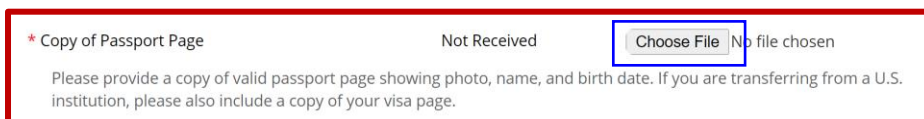
2.4 Based on your application type, you will see a list of required items marked with “\*”.

ITEM	SUBMISSION STATUS	ATTACHMENTS
* Copy of Passport Page <small>Please provide a copy of valid passport page showing photo, name, and birth date. If you are transferring from a U.S. institution, please also include a copy of your visa page.</small>	Not Received	<input type="button" value="Choose File"/> No file chosen
* English Language Proficiency Test Report <small>Provide a copy of your English Language Proficiency Test Report (e.g. TOEFL, IELTS, Duolingo, etc.). Please browse <a href="#">English Proficiency Requirements</a> for details.</small>	Not Received	<input type="button" value="Choose File"/> No file chosen
High School Diploma or Certificate <small>Official high school diploma or completion certificate.</small>	Not Received	<input type="button" value="Choose File"/> No file chosen
* High School Diploma or Certificate - Unofficial <small>Please upload a scanned copy of your high school diploma or certificate.</small>	Not Received	<input type="button" value="Choose File"/> No file chosen
High School Transcript - Final <small>Official high school transcript - Final</small>	Not Received	
* High School Transcript - Unofficial - Intl <small>Please upload a scanned copy of your final high school transcript if you have graduated, or available high school transcript if you have not graduated.</small>	Not Received	<input type="button" value="Choose File"/> No file chosen
<input type="button" value="Upload All"/>		

2.5 You have two options for uploading the required materials.

2.5.1 You can upload each material separately if you do not have all the required materials at the time of filling the application form.

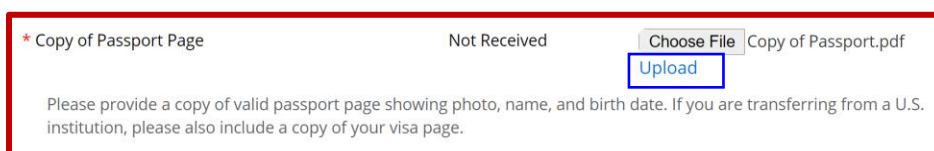
2.5.1.1 You can upload each of the required materials separately by clicking **Choose File**.



\* Copy of Passport Page Not Received Choose File No file chosen

Please provide a copy of valid passport page showing photo, name, and birth date. If you are transferring from a U.S. institution, please also include a copy of your visa page.

2.5.1.2 Click **Upload** below the **Choose File** field after selecting a file. The name of the file you have chosen will appear on the right of **Choose File** field.

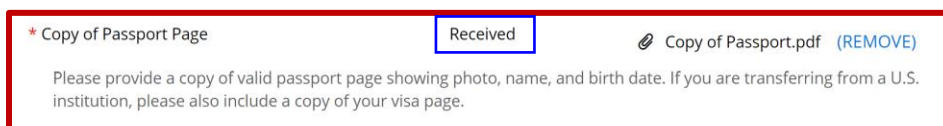


\* Copy of Passport Page Not Received Choose File Copy of Passport.pdf

Upload

Please provide a copy of valid passport page showing photo, name, and birth date. If you are transferring from a U.S. institution, please also include a copy of your visa page.

2.5.1.3 After you have successfully uploaded the file, the **Submission Status** will be changed to **Received**.



\* Copy of Passport Page Received Copy of Passport.pdf REMOVE

Please provide a copy of valid passport page showing photo, name, and birth date. If you are transferring from a U.S. institution, please also include a copy of your visa page.

2.5.1.4 You will receive an email of supplemental item submission updates after you submit each item.

2.5.1.5 If you wish to change the uploaded file, you can click on the **Remove** option and repeat the steps from 2.5.1.1 to 2.5.1.4.

2.5.2 If you have all the required materials, you can submit all of them at once.

2.5.2.1 Upload the required documents in the respective **Choose File** field.

ITEM	SUBMISSION STATUS	ATTACHMENTS
* Copy of Passport Page  Please provide a copy of valid passport page showing photo, name, and birth date. If you are transferring from a U.S. institution, please also include a copy of your visa page.	Not Received	<input type="button" value="Choose File"/> Copy of Passport.pdf <a href="#">Upload</a>
* English Language Proficiency Test Report  Provide a copy of your English Language Proficiency Test Report (e.g. TOEFL, IELTS, Duolingo, etc.). Please browse <a href="#">English Proficiency Requirements</a> for details.	Not Received	<input type="button" value="Choose File"/> IELTS.pdf <a href="#">Upload</a>
High School Diploma or Certificate  Official high school diploma or completion certificate.	Not Received	<input type="button" value="Choose File"/> No file chosen
* High School Diploma or Certificate - Unofficial  Please upload a scanned copy of your high school diploma or certificate.	Not Received	<input type="button" value="Choose File"/> Diploma.pdf <a href="#">Upload</a>
High School Transcript - Final  Official high school transcript - Final	Not Received	
* High School Transcript - Unofficial - Intl  Please upload a scanned copy of your final high school transcript if you have graduated, or available high school transcript if you have not graduated.	Not Received	<input type="button" value="Choose File"/> High School Transcript.pdf <a href="#">Upload</a>
		<input type="button" value="Upload All"/>

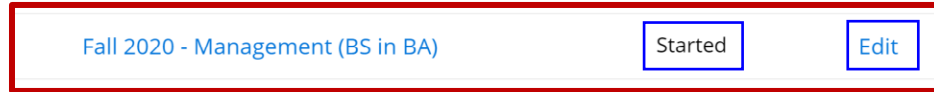
2.5.2.2 After you have submitted all the supplemental items, click **Upload All** to upload the files at once.

2.5.2.3 You should receive an email indicating that your application file is ready to be reviewed after you upload all required supplemental items (\*).

### 3. How to view your application status?

3.1 You can view your application status on the **My Account** page.

3.2 If you have started an application, it is indicated as **Started** in the **STATUS** column with **Edit** under **ACTION** column to edit and complete the application.



3.3 Your application will be indicated as **Action Required** in the **STATUS** column if you have submitted the application and paid the application fee but not submitted the supplemental items. Click **View** to be directed to **Supplemental Items & Documents** page.



3.4 It will be indicated as **Completed** in the **Status** column if you have submitted the application, paid the application fee and submitted all the required supplemental items.

