## How to Upload an Additional Document for a Submitted OAsys <u>Application.</u>

1. Log-in using your OAsys login ID and password.

Been here before?				
If you already have an account (an OASys Login ID and password), just login below!				
Please login with a valid user ID and password.				
Log into OASys				
OASys Login ID: 15150 Password: •••••••• Login				

## 2. Click the Document Upload tab.

My Applicatio	ns				
Velcome back to	OASys, Mr Pros	ective Student. This page shows a listing of all ap	plications you have created using OASys. If you have not previous	ily created an appli	cation you will be able to begin creating one h
Make a New Click on a catego	Application ry below, to beg	in			
		Undergraduate Courses			Postgraduate Courses
		Honours and Specialist			
Current Appli	ations				
Submitted Applications:			You can view submitted applications but not edit them.		
Pref Cours	Details		Status	Response	Offer Expiry
Application Submitted: 04/07/2011   Receipt No: 20893					Details

3. Choose the appropriate document type.

ocument Upload			
ise this page to upload electroi	ic copies of supporting documentation for your application.		
Jocument Type:	Curriculumn Vitae	_ <u></u>	
Iomments:	AHSS Postgraduate Course Pathway (Master of Social Work) AHSS Postgraduate Course Pathway Document (excluding Social Work Academic Transcript Connectiumn Vite Evidence of English Inanguage competency	0	
locument to Upload:	Evidence of change of name Evidence of previous study in the language for which you have applied Other Supporting Documentation Personal Statement (UWA internal course transfer only - optional)	Upload File	
Documents Uploaded			
i delete button will appear next t locuments previously submitted	documents which can be deleted. to the University may appear here and cannot be deleted.		
ilename	Document Type		Comments
inglish.doc	Evidence of English language competency		
irad_Dip_Arts_10050.doc	ip_Arts_10050.doc AHSS Postgraduate Course Pathway Document (excluding Soc		
retend Transcript.doc	Academic Transcript		

4. Enter Comments if appropriate & "Browse" to choose your document.

Document Opload			
Use this page to upload electron	ic copies of supporting documentation for your application.		
Designed Trans.			
Document Type:			
	Responding to request for the		
Comments:	Shiversity for additional documents		
Document to Upload:	Document to Upload: C:\Documents and Settings\gferstat\Desktop\CV.doc Browse		
	Upload File		
	<b>/</b>		
Documents Uploaded			
Documents previously submitted	to the University may appear here and cannot be deleted.		
Filename	Document Type	Comments	
English.doc	Evidence of English language competency		
Grad_Dip_Arts_10050.doc	AHSS Postgraduate Course Pathway Document (excluding Social Work)		
Pretend Transcript.doc	Academic Transcript		
	Back to My Applications		
	Back to My Applications		

- 5. Click "Upload File" to upload the document.
- 6. The new uploaded document will appear in the "Documents Uploaded" section of your application

Document Upload		
Jse this page to upload electronic copies of s	upporting documentation for your application.	
Document Type:	2	
Comments:	*	
Document to Upload:	Browse	
	Upload File	
Documents Uploaded delete button will appear next to documents	which can be deleted.	
Rename	Document Type	Comments
cv.doc	Curriculumn Vitae	Responding to request for the University for additional documer
English.doc	Evidence of English language competency	
Grad Dip Arts 10050.doc	AHSS Postgraduate Course Pathway Document (excluding Social W	ork)
	Academic Transcript	17
Pretend Transcript.doc		