

How to Upload Materials to an Application

Applicants will sometimes send updated materials or requested documents to the department.

To upload material files, open the applicant record and click on the application tab. Click on the “Upload Materials” link (see below); it is located just above the Checklist items. When you click this link, the name and ID number for the applicant will auto-populate.

The screenshot shows the Slate application interface for a user named 'Test, Design'. The top navigation bar includes the 'slate' logo and various icons. Below the navigation bar, there are tabs for 'Dashboard', 'Timeline', 'AD Awaiting Materials', 'Profile', 'Materials', and 'Details'. The 'AD Awaiting Materials' tab is selected, showing details for an application: 'Awaiting Materials Submitted January 25, 2018', 'Last updated February 23, 2018', 'Current Bin: 1 Dept Review Queue: Lindsay Gentile', and 'No decision on file.'. A red arrow points to the 'Upload Materials' link, which is highlighted with a red box. Below this, there is a 'Checklist' section with a green checkmark and the text '02/02/2018 Official Transcript (Anna University)'. The 'Enrollment' and 'Received' status are also visible.

On the “Document Uploader for Departments” page, click “Choose File” under the appropriate document type, then follow the prompt to select the document. When finished, click the “Submit” button at the bottom of the form.

Document Uploader for Departments

Record: Design Test (lwgentil@ncsu.edu)

NC State Student ID

First Name

Last Name

Personal Statement

No file chosen

Resume/CV

No file chosen

Recommendation Letter

No file chosen

Other Documents

Note: Do not upload transcripts here, instead, send them to the Graduate School (graduate_applications@ncsu.edu)

No file chosen

To verify that the document uploaded correctly, click on the documents' description, as listed in the Materials section (see below).

slate [Icons: Home, Mail, Documents, Alerts, Profile, Materials, Calendar, Clock, Settings]

Test, Design Rule execution successfully queued as of 5m ago. [Preview pending actions](#)

[Dashboard](#) | [Timeline](#) | **AD Awaiting Materials** | [Profile](#) | [Materials](#) | [Details](#)

AD

Awaiting Materials Current Bin: 1 Dept Review No decision on file.
 Submitted January 25, 2018 Queue: [Lindsay Gentile](#)

Program/Degree: Master of Art and Design (MR) **NCSU ID:** 123456789
Concentration: **SIS App #:**
Term: **Unity ID:**
Application Slate ID: 487590112

[Upload Materials](#)

Checklist

✓	02/02/2018	Official Transcript (Anna University)	Enrollment	Received	▼
✓	02/02/2018	Official Transcript (Pennsylvania State University)	Enrollment	Waived	▼
✓	01/30/2018	Official GRE scores		Received	▼
✓	01/30/2018	Recommendation (Real Test, ncsu)		Received	▼
✓	01/30/2018	Recommendation (Tes Tses, ncsu)		Received Copy	▼
✗		Recommendation (Test Slkjdrf, ncsu)		Awaiting	▼
✓	02/02/2018	Unofficial Transcript (Anna University)	Requirem...	Received	▼
✓	02/02/2018	Unofficial Transcript (Pennsylvania State University)	Requirem...	Waived	▼

Materials

Date ▲	Description	Record	User
02/26/2018	Other Documents	This Application	