



Upload Supporting Documents for UCalgary Graduate Application

Applicants may be required to upload supporting documents after submitting their initial application for admission. You must receive an email with your UCID number to be able to upload these documents.

Step 1. Log in to the [Student Centre portal](#) and select the document from your To Do list.

A Navigate to your *Student Centre* > *My Application* tab > *To Do* section.

B Click the link for the document you would like to upload in your “To Do” list.

To Do (5)

- Current Resume
- Essay
- GPA Calculation Spreadsheet
- Program Reference 1

Step 2. Review the description of the document to ensure that what you have prepared meets the requirements. If you have several documents, combine them into a single file. Unless you are uploading a GPA Calculation Spreadsheet, try to upload documents as a PDF if possible.

A Click on ‘**Upload Document**’ in the pop-up box.

B Review the document requirements.

Upload Document

Please answer the following 2 questions as clearly and concisely as possible- only the first 250 words in each answer will be read.

1. How, considering your career progress to date, does a MBA fit in with your future career goals? Please describe.
2. When thinking of your own personal successes - were they a result of your own personal skills or your ability to work with others? Please describe.

Step 3. Upload the document.

Click on the **'Upload'** button and select the document to upload.

Document Name	Status	View	Upload
		View	Upload

Click on the **'Save'** button.

Step 4. If you need to upload an updated document prior to the document deadline, upload the document in the My Applications section.

Click on the **'Upload/View'** button.

Program	Status	Admit Term
Faculty of Graduate Studies Master of Business Administration Management	▲	Fall 2025

Click the **'Select'** link for the document you would like to update.

Click on the **'Update'** button and select the document to upload.

Click on the **'Save'** button.

Documents Uploaded

Please upload the supporting documents listed below.

Graduate Programs and Open Studies:
When you upload the correct documents. Once a document is uploaded it will be processed. Once we receive all required documents. If the document provided is not correct, we will contact you by e-mail. Please contact the Student Centre regularly.

Applicants to Graduate Programs, Law and Veterinary Medicine:
If you want to replace a document that you have previously uploaded with a new one, click the 'Select' button beside the document name and follow the instructions on the following page. Only the most recent document uploaded will be considered for admission.

Document Name	Uploaded Date	Description	Status	View
Academic_Transcript.pdf	2024/11/29	Academic_Transcript.pdf	Uploaded	View

Update

If you have any questions about any step of this process, contact gradapp@ucalgary.ca.