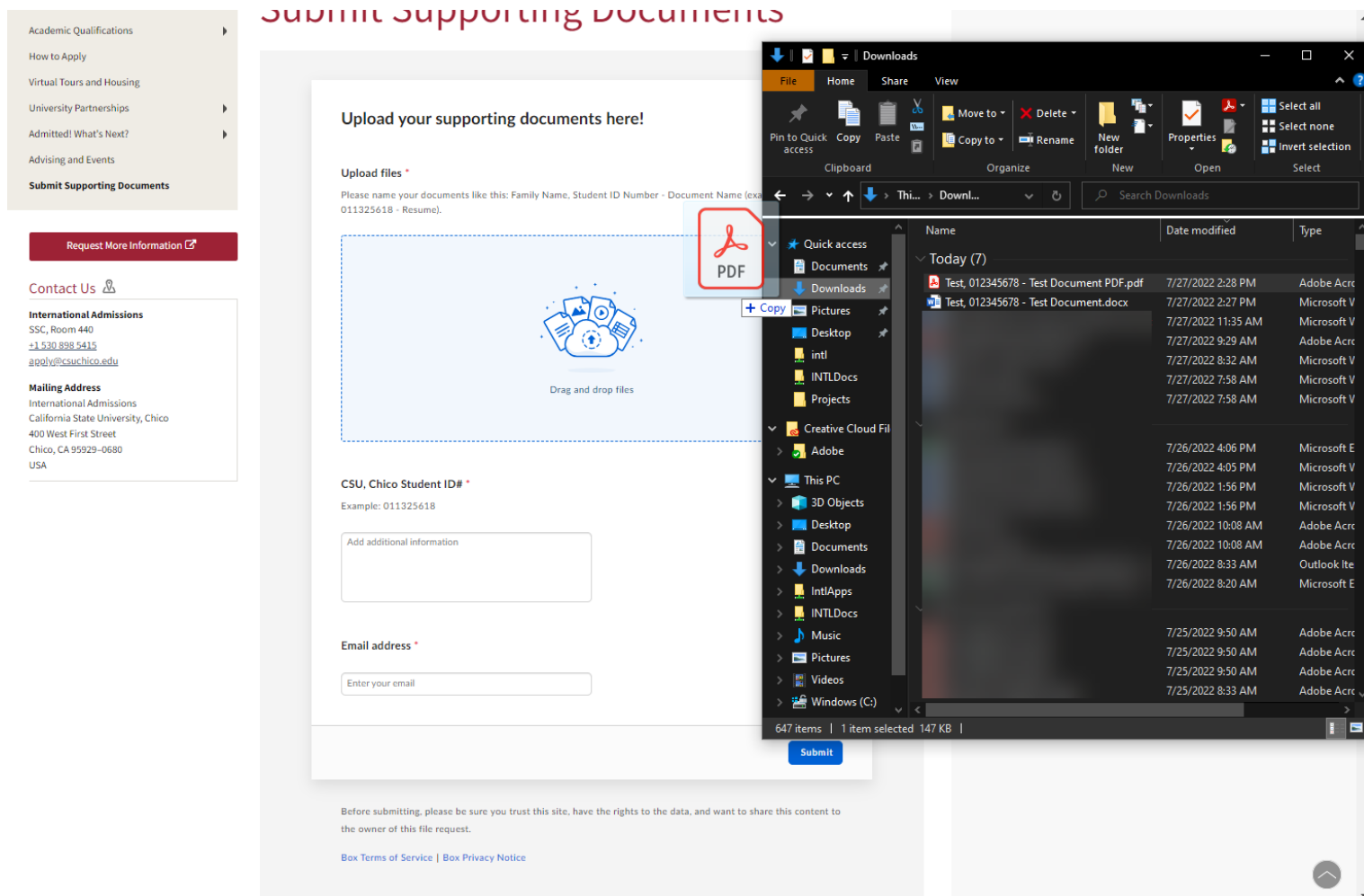


How to Upload Supporting Documents

Our upload page offers a convenient and secure way for students to submit required documents through a few simple steps.

1. Navigate to the document submission page on our website
<https://www.csuchico.edu/international/document-submission.shtml>
2. Make sure to name your documents like this:
Family Name, Student ID Number - Document Name (example: Smith, 011325618 - Resume)
3. There are two options to upload documents, “Drag and Drop” or “Select Files”
 - a. To “Drag and Drop,” locate the document/s you would like to upload and drag them to the upload area



- b. Alternatively, you can select files to upload by clicking the “Select Files” button in the upload area

NOTE: You may upload multiple files and different file types at the same time

4. Once you have selected files to upload, input your Chico State ID number and email address in the required fields and click submit.
5. You will see the message below once your files have been successfully uploaded

