

Instructions for Uploading Documents:



Scan QR Code or visit:

<https://www.tamuk.edu/enrollment-management/admission/future-students/ftic-transfer/uploaddocs.html>

to access upload site directly or follow the steps below.

Step 1: Go to TAMUK.edu home page.

Step 2: Select “Undergraduate Admission” from the “Admission” drop down menu

Step 3: Within Undergraduate Admission page, select “Upload your documents” link located on the second picture in the middle of the page.

The screenshot shows the top navigation bar of the TAMUK Enrollment Management website. The bar is dark blue with white text. The main heading is "of Admission | Enrollment Management". Below this, there are six navigation links: "Undergraduate Admissions", "Graduate Admissions", "Visit", "Orientation", "International", and "Apply Now". Below the navigation bar, there are four content cards, each with a blue background and white text. The first card is titled "First Time College Students" and features the TAMUK logo. The second card is titled "Upload your documents" and has a yellow arrow pointing to it from the right. The third card is titled "Transfer Students" and features a photo of a student holding a yellow TAMUK flag. The fourth card is titled "Current Students" and features a photo of a student wearing a graduation cap with a message on it.

of Admission | Enrollment Management

Undergraduate Admissions Graduate Admissions Visit Orientation International Apply Now

First Time College Students

Thinking of becoming a Javelina? We have extended our application deadlines to the first day of the starting semester, so apply today! Let us help you with your transition into Javelina Nation!

Upload your documents

Upload your documents here for admission, registrar, financial aid, or the Military and Veteran Resource Center.

Transfer Students

We offer world-class programs that can be easily navigated using Guided Pathways or Degree Maps for incoming transfer students. Students with transfer GPAs of 3.0 or better are automatically considered for scholarships.

Current Students

Congratulations and welcome to Javelina Nation! Click here for more information on finalizing your enrollment. This includes information on orientation for first time, transfer, and international students, TSI, and other important information.

Step 4: Fill in all fields so that we can identify you on our system and can attach your documents to your file once we receive them.

Step 5: Select “Choose File,” access your scanned documents, select department you wish to submit documents to from drop-down menu, click on “I’m not a robot,” and then “Submit”

Instructions for Scanning Documents Using iOS Enabled Devices (Apple):

Step 1: Open your “Notes” app and create new Note

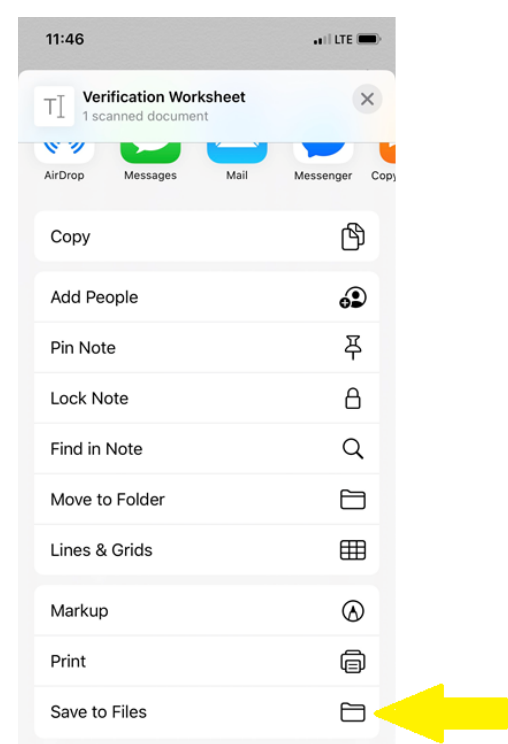
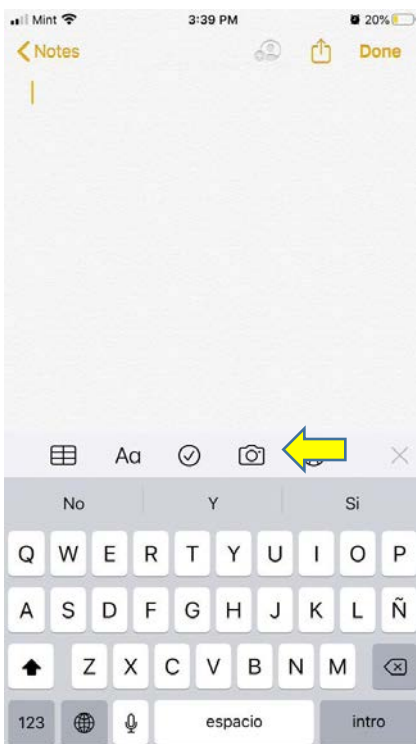
Step 2: Activate your camera by clicking on the camera icon and then select “Scan Documents” from the displayed options

Step 3: Scan all documents by placing camera over each document and taking a picture. You will have the ability to adjust borders in order to ensure that the full document is scanned. If satisfied, select “Keep Scan,” and proceed to next page. Once you have scanned all documents, click “Save.”

Step 4: Next click on the Share/Upload icon and select “Save to Files” from the options provided and Save to “On My iPhone/iPad” option.






Step 5: Access the “Upload your documents” online form, fill out your information, select “Choose File,” select “Browse” from options in order to access your scanned documents, select department you wish to submit documents to from drop-down menu, click on “I’m not a robot,” and then “Submit”.

Instructions Screenshots:

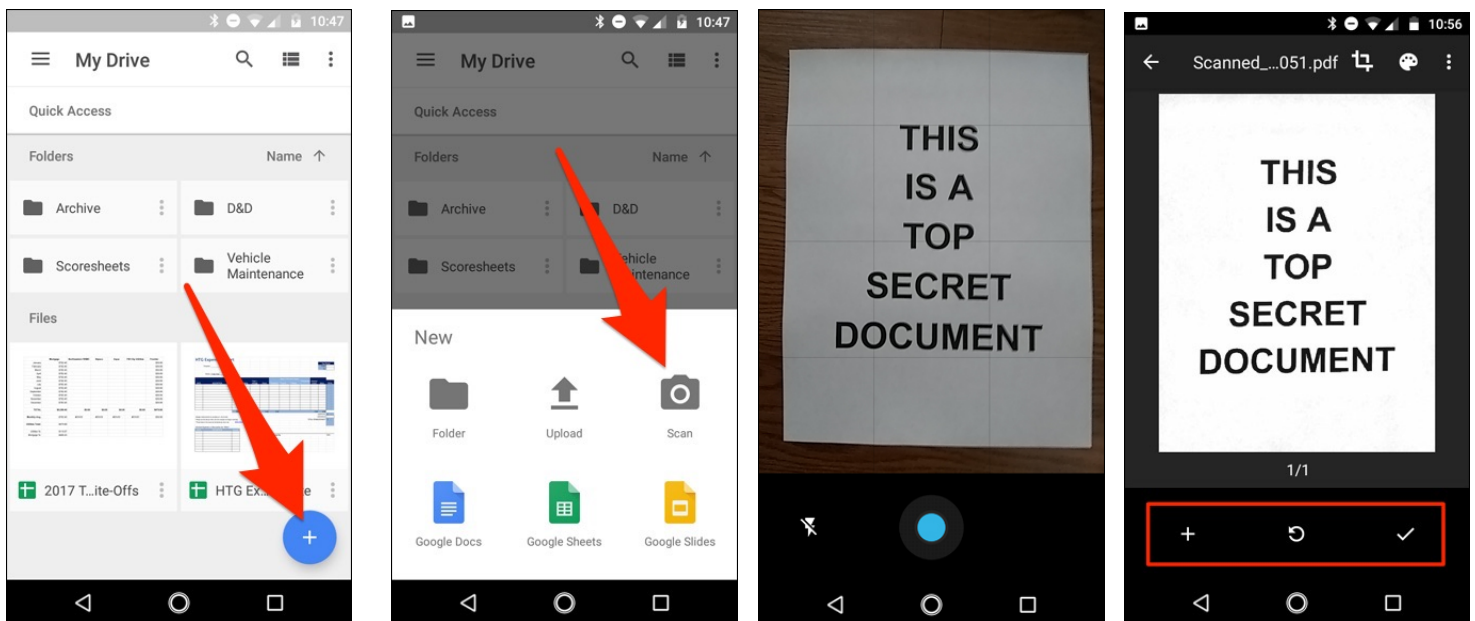


Instructions for Scanning Documents Using Android Enabled Devices:

If you're using an Android device, the best way to scan documents is through the Google Drive app, which comes pre-installed on pretty much every Android device these days.

1. Open the Google Drive app .
2. In the bottom right, tap Add +.
3. Tap Scan .
4. Take a photo of the document you'd like to scan.
 - o **Adjust scan area:** Tap Crop .
 - o **Take photo again:** Tap Re-scan current page .
 - o **Scan another page:** Tap Add +.
5. To save the finished document, tap Done .

Instructions Screenshots:



You have three options immediately after scanning something:

- Tap the plus icon to add more pages to the document.
- To redo a scan, tap the circular arrow in the middle.
- Tap the checkmark icon to finish and upload the document to Google Drive.

Uploaded scans are added to Google Drive as PDFs and the names are prepended with the word “Scanned”, followed by the date and time. You can move, rename, or delete any of your scanned documents by clicking the three dots next to the file's name.

If you don't have the Google Drive App, scan your documents using your scanning app of preference from the Google Play Store .