**STEP 1:** Review UH's Required Secondary Academic Records webpage to identify the required academic records for your country or international curriculum. Before uploading, be sure to combine documents into one single PDF file that is legible and includes the front and back of all pages of records. You will only be able to upload one PDF file.



**STEP 4:** The Task Details pop-up will display. Click on **Upload File** button.

### **STEP 5:** On the File Attachment page, under the Attach Files section, click on **Add**.

**STEP 6:** A message will display to remind you that the PopUp Blocker should be turned off. The file name should only contain alphanumeric characters and not contain invalid characters such as (\*."<>?). Length of file name should be less than 30 characters.

Click the **OK** button to certify that the information being uploaded is complete and accurate.



< Tasks	File Attachment		Δ:
Uploaded Files			
Attached File		View	
		View	
Attach Files			
Attached File	View	Add	
	View	Add	-
Save Uploaded File Document Uplos	aded: No		

	File Attachment	4
Uploaded Files		
Attached File	View	
	View	
Attach Files		
	Please make sure PopUp Blocker is turned off Document must be in .PDF format	
If you encounter an error	when attempting to upload a file, please try again in approxim	ately 10 minutes.
File nan I If you e	ne should not contain any invalid characters such as (*."<>?). Length of file name should be less than 30 characters. xperience issues please shorten the length of your file name.	
By is cr of fe	submission, I certify that the information I have provided omplete and correct and I understand that the submission alse information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment and/or appropriate disciplinary action.	
	OK	

#### STEP 7: Click on the My Device icon.

**STEP 8:** Browse and select the PDF file that you desire to upload. Click **Open**.

STEP 9: Click the Upload button.



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3D Objects	Name	Date modified	Type	Size
Desktop	🤧 Student Name_ Passport	9/24/2021 4:36 PM	Adobe Acrobat D.,	33
Documents	T Student Name_Bank Statement	9/24/2021 4:29 PM	Adobe Acrobat D.,	34
Downloads	Student Name_High School Transcript	9/24/2021 4:23 PM	Adobe Acrobat D.,	32
Music				
E Pictures				
Videos				
Windows (C:)				
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File na	me: Student Name_High School Transcript	~	All Files	



**STEP 10:** After the upload is complete, Click the **Done** button.

	File Attachment		Done
Choose Fre	om		
_	-		
My De	vice		
	Student Name_High School Transcript.pdf		
PDF	File Size: 32KB		
		Upload Co	mplete

**STEP 11:** Click the **Save Uploaded File** button.

	File Attachment		۵	:
Uploaded Files				
Attached File	View			
	View			
Attach Files				
Attached File	Long Description	Vie w		
Student_Name_High_School_Transcri pt.pdf	Student_Name_High_School_Transcri pt.pdf	View +	] [-	•]
Save Uploaded File				
Document Uploaded: No				

**STEP 12:** The Document Upload status will display as **Yes**. This confirms that the file has been uploaded to your account.

lay	Tasks	File Attachment		$\Diamond$	:
	Uploaded Files				
	Attached File		View		
			View		
	Attach Files				
	Attached File	View	Add		
		View	Add	-	-]
	Save Uploaded File				
	Document Upload	ded: Yes			