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Students can upload documents needed by the Registrar's Office, Financial Aid, and the College of Health Sciences using this form. The documents will be sent to the appropriate office, and you will receive an email upon successful submission.
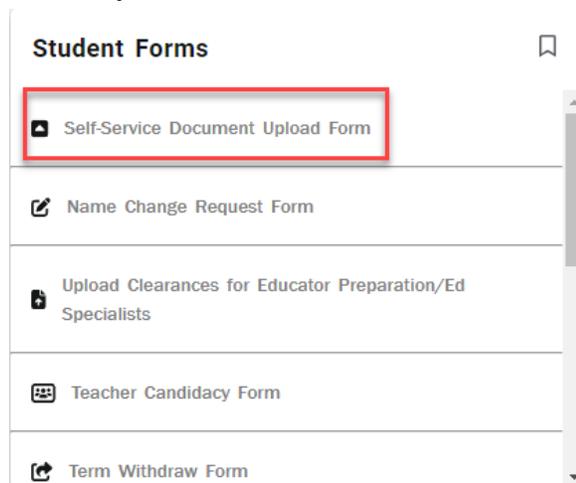
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Navigation

Upload Documents

NAVIGATION -

- Log into RamPortal – **ramportal.wcupa.edu**
    - The RamPortal Home Page Navigation provides basic navigation instructions.
- Locate the **Student Forms** card.
- Click on the **Self-Service Document Upload Form** link.

UPLOAD DOCUMENTS

- From there, you will see the following screen. Your ID, First and Last Name, Email are automatically populated. You cannot make changes to these fields.

- Please select "Graduate School" from the office drop down.

- If you are submitting an SSN Card, please use "Registrar Social Security Number Update" For all other forms, please use "Registrar Documentation"

- Upload your document!
  Tips:
    - If you receive an error message when you attempt to upload your document, please close your myWCU and browser and clear your entire history/cache.
    - You cannot upload a Microsoft Word document (.doc), it must be saved as an Adobe PDF (.pdf).
    - You must use a computer to complete this task, the form will not accept mobile uploads.

- Once your form has been uploaded, please hit "Upload"

Upload

- You will receive a confirmation message that your form has been submitted.