

Instructions for Submitting Documents through the Student Portal

Note: Personal statement, unofficial transcript(s) from each institution you've attended, and any additional supporting documentation must be submitted for your appeal to be considered complete.

1. Login to my.fresnostate.edu.
2. Enter your username and password if you have already created an account.
3. If you have not created an account, click on "Create your Fresno State student account now".

The screenshot shows the 'Campus Login Services' page. At the top is a navigation bar with links: Home, ABOUT US, ADMISSIONS, ACADEMICS, STUDENT LIFE, RESEARCH, ATHLETICS, and GIVE. The main content area has a title 'Campus Login Services' and a login form. The form includes a 'Username' field, a 'Password' field, a blue 'Login' button, and a 'Forgot password?' link. Two red callout boxes provide instructions: one points to the 'Forgot password?' link with the text 'Select here if you need to create your student account.', and another points to the login fields with the text 'If you already have an account, enter your username and password here.' Below the form is a section titled 'Need an Account?' with instructions for Faculty and Staff and Students. The 'Students' link is highlighted with a red box. At the bottom, there is a link to 'set up mobile access'.

4. Select the tile Student Self Service



5. Select the second green arrow, "My Admissions and Program Applications" then select "Applicant Attachments".

Ellen's Student Center

Click on each green arrow to expand the desired information.

 My Academic Records & Registration

 My Admissions and Program Applications

[Univ Application Status](#)

[Transitory Application](#)

[Applicant Attachments](#)

My Applications		
California State Univ Fresno	Undergraduate Degree Seeking	Fall 2024*

 My Finances (Financial Obligations and Financial Aid)

 My Personal Information

SEARCH FOR CLASSES

HOLDS

Important Information

[Open Enrollment Dates](#)

To Do List

Transcripts

more ▶

Advisor

Informational Links

[Register to Vote](#)

[California State Student Assoc](#)

[Violence Awareness Training](#)

[CalFresh Interest](#)

6. Select magnifying glass.

For Undergrad applicants who need to send documents

This page is used for our undergraduate applicants to upload requested documents. Select your application number to see if you have any requested documents to upload.

Select a current Application to Attach Documents

Select magnifying glass

Student ID	<input type="text"/>	Admit Term	<input type="text"/>
Program Action	<input type="text"/>	Admit Type	<input type="text"/>
Academic Plan	<input type="text"/>	Action Date	Adm Status

Freshmen and Lower Division Transfers

Select your application number to see if you have any requested documents to upload.

Attach / View Freshmen Documents

Returning and Transfers

Select your application number to see if you have any requested documents to upload.

Attach / View Transfer Documents

Residency Attachments

Select your application number to see if you have any requested documents to upload.

Attach / View Residency Documents

7. Select application number. **Note:** If there are multiple application numbers please look at “Action Date” for the most recent and select that one.

Look Up

Empl ID

Application Nbr begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1 of 1 Last

Application Nbr	Admit Term	Program Action	Admit Type	Academic Plan	Action Date
00	2243	DENY	4	403000BS	10/06/2023

Select

8. Depending on your student type, the following will appear below to allow you to upload your documents.

For Undergrad applicants who need to send documents

This page is used for our undergraduate applicants to upload requested documents. Select your application number to see if you have any requested documents to upload.

Select a current Application to Attach Documents

Student ID		Admit Term	2243	Spring 2024
Program Action	Deny	Admit Type	4	Transfer
Academic Plan	Pre-Business	Action Date	10/06/2023	Adm Status D

Freshmen and Lower Division Transfers

As an Freshman applicant you are not required to attach documents at this time.

Attach / View Freshmen Documents

Returning and Transfers

As an Transfer applicant you are allowed to attach documents . Click the button to attach or view your uploaded documents.

Attach / View Transfer Documents

Residency Attachments

For Residency details you are not required to attach documents at this time.

Attach / View Residency Documents

Select "Attach/View Documents" button

9. To upload a file, select the magnifying glass to pick the file type.

Student ID Admit Term 2247 Fall 2024
Program Action Applicant Withdrawal Admit Type 4 Transfer
Academic Plan Pre-Child and Family Science Action Date 02/22/2024 Adm Status W

Application Nbr Internal Action

1. Select a File Type

2. Click to Add Attachment

File Attachment Info

Click the File type to see all the available document types you are allowed to upload. Also view all the current documents already uploaded.

File Type	Attached	View	Created By	Created on
		View		

Expand to View All Attachments

Cancel Back

Select the magnifying glass.

Look Up 1. Select a File Type ✕

Sequence Number =


Description begins with

[Basic Lookup](#)

Search Results

View 100 First ◀ 1-2 of 2 ▶ Last

Description
Unofficial Transcript
Personal Statement



Select file type of the document that was requested by the Admissions and Recruitment office.

10. Once you have selected a file type, select the “2. Click to Add Attachment” button.

Student ID

Program Action Applicant Withdrawal

Academic Plan Pre-Child and Family Science

Application Nbr Internal Action

1. Select a File Type Admissions Appeal - Hard Copy

Admissions Appeal

2. Click to Add Attachment

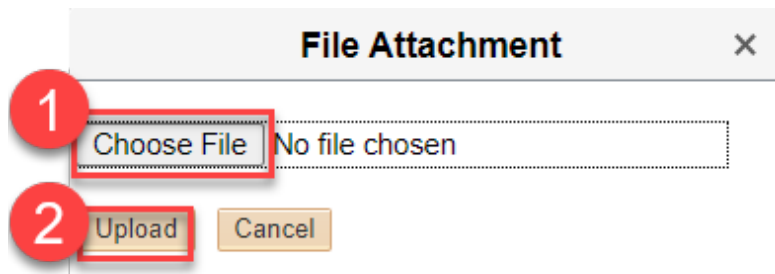
File Attachment Info

Click the File type to see all the available document types you are allowed to upload. Also view all the current documents already uploaded.

Attachments for selected application.

File Type	Attached File	View	Created By	Created on
		View		

[Expand to View All Attachments](#)



11. Once you upload your documents, an email will be sent to Admissions and Recruitment for processing.
12. Please allow up to 4 weeks for your documents to be reviewed. If additional documentation is needed, you will be notified by Admissions and Recruitment.