

Supplementary Documents – Help with this Page

The Supplementary Documents page allows you to submit your supporting documents in a digital format.

Supplementary Document Grid

Supplementary Document Grid

	Document	File	Upload		
1	Academic Record/Transcript - Western University		Upload	+	
2	Resume/CV		Upload	+	
3	Statement of Purpose		Upload	+	

The Supplementary Document Grid lists the documents required as part of your application. The required documents include an academic record/transcript from each of the schools you noted in your Academic History, as well as any additional documents required by the program you are applying to (e.g., Resume/CV, Statement of Purpose, etc.).

Should Western encounter any difficulty reading your documents or require alternate/additional documents, we will notify you via email and invite you to (re)submit the document.

How to Upload a Document

Before uploading your document, please ensure that the file conforms to the following criteria:

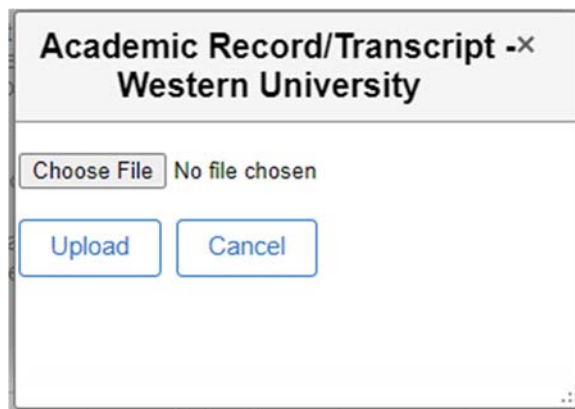
- The file is in PDF (.pdf) format
- The file size is less than 3 MB
- The file name only contains alphanumeric characters and spaces

Support – Applying for Graduate School

- The file name is under 30 characters

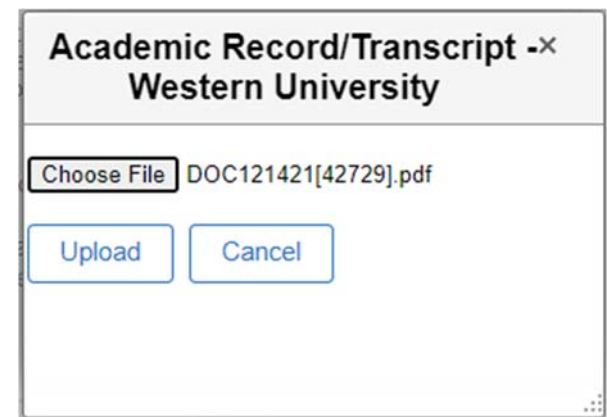
You will also need to ensure that pop-ups are enabled in your browser.

To upload a document, please select the corresponding “Upload” button on the right-hand side of the grid. Doing so will generate a pop-up window.



In the pop-up window, select “Choose File,” locate the file you wish to upload, and then click “Open.”

Confirm that the correct file name has appeared in the pop-up window beside “Choose File” and then click “Upload.” You will be returned to the Supplementary Documents page and the file name will appear in the corresponding “File” column in the Supplementary Document Grid.



Please note that your documents are not attached to your application until you save your application by clicking “Save” at the bottom of the page.

Common Issues

Applying with Official Transcripts

We request that applicants upload unofficial transcripts to their application. We will only require official transcripts in the event that you accept an offer of admission.

If you are unable to provide unofficial transcripts, you may instead submit official transcripts. Please have your official transcripts sent to gradapps@uwo.ca. Then, in lieu of the transcripts, please upload a PDF document to your application stating that the official transcripts were sent to gradapps@uwo.ca. Finally, after submitting your application, please email gradapps@uwo.ca to request that your official transcripts be added to your application. Please include your application number in the email.

Uploading Additional Documents

You are welcome to submit additional documentation not requested in the application if you so choose. However, please note the entire size of your application may not exceed 20000kb (20MB).

You can add an additional document to the grid by selecting the plus sign (+) button in one of the pre-existing rows. If you wish to remove one of these additional documents, you may do so by selecting the minus sign (-) button in the corresponding row.

Replacing a Document

To replace a document you have uploaded, please click “Upload” in the corresponding row of the grid. Follow the instructions provided above under **How to Upload a Document**, selecting the document you wish to upload in place of the current document.

Generating PDF Versions of Documents

Many recent releases of word processing software come packaged with a PDF generator. There are also countless online and freeware PDF generators available to you through the internet.

Unable to Provide/Generate a Digital Document

If you mail a copy of the document to the School of Graduate and Postdoctoral Studies, we will be happy to scan and attach the document to your application. Please be sure to include your application number in the information you provide to us. Our mailing address is:

Graduate Admissions
School of Graduate and Postdoctoral Studies
International and Graduate Affairs Building, Room 1N07
Western University
1151 Richmond Street

Support – Applying for Graduate School



London, Ontario, Canada
N6A 3K7

All hard copies mailed to SGPS become the property of Western University and will not be returned to you under any circumstances.

Transcripts will be noted as official if we receive them in sealed envelopes from the issuing post-secondary institution or a certified translator.

Unclear Document Requirements

If you have any questions about academic records/transcripts, please contact gradapps@uwo.ca.

If you are looking for a better understanding of what is expected within any of the other documents in the grid, please contact the graduate program to which you are applying. Contact information for all graduate programs can be found here:

<https://grad.uwo.ca/admissions/programs/index.cfm>.