



Instructions for Applicants on Modifying or Deleting Referee Information within application

1) On the Graduate application home page select 'Upload Documents'

The screenshot shows the SFU Graduate Admission Application Portal. At the top, there is a navigation bar with the SFU logo, the text 'SIMON FRASER UNIVERSITY ENGAGING THE WORLD', and links for 'HOME' and 'LOGOUT'. Below the navigation bar, the page title is 'Graduate Admission Application'. The main content area is titled 'Application Portal' and features a personalized greeting: 'Hello Nick' and 'Welcome to the Graduate Admission Application Portal. Your GA user ID is GA000115226'. The page is divided into six steps:

- STEP 1 Application:** Start a new application or continue an application you have already started. You must fill out and submit the online application form before proceeding to Step 2. Be sure to start your application well in advance of the application deadline for your desired program. Buttons: 'Start a New Application', 'Continue an Application'.
- STEP 2 Make a Payment:** Pay the application fee. You will not be able to upload your supporting documents until your payment has been received and processed. Please allow 1 - 2 business days for payment processing. Pay the non-refundable admission deposit after you have received an offer of admission. Button: 'Pay the Application Fee, Admission Deposit, etc.'.
- STEP 3 Upload Supporting Documents Online:** Review the list of supporting documents and upload them to your application. This button will become active after your application fee payment has been received and processed. Button: 'Upload Documents' (highlighted with a yellow border).
- STEP 4 Mail Other Required Documents:** Requirements for submitting official transcripts can differ between programs. Be sure to review the website for your program of interest to confirm their requirements and mailing address.
- STEP 5 Review To-Do List:** Depending on the information provided on your application, you may be required to submit additional documents. Click here to review any outstanding items. Button: 'Review To-Do List'.
- STEP 6 Check Application Status:** Click here to check the status of the application[s] you have already submitted. Button: 'Application Status'.

On the right side of the page, there are two 'Note' boxes:

- Note 1: Please clear the cache of your internet browser and re-open the page before attempting to log-in or make a payment.
- Note 2: Please disable your pop-up blocker. Button: 'Disabling pop-up blocker'.

At the bottom right, there is a 'Quick Links' sidebar with the following links:

- Make a Payment
- Application Status
- Upload Documents
- Review To-Do List
- Grad Scholarships / Awards
- Update Profile



- 2) Scroll to the bottom of the page to find 'REFERENCES'. *Note, if you've reached your limit for amount of referees, you will not see highlighted button 'Add Another Referee'. Most programs require three referees. Please refer back to your program for more information on the minimum and maximum number of referees.

Application Checklist

For instructions regarding the specific content of these documents, please see your department's website.
Click on each name to complete the supporting document. All documents must be in a pdf format except as noted.

SUPPORTING DOCUMENTS

Required	Due Date	Name	Received	Date Received
Y	February 1, 2018	CV including scholarly work		
Y	February 1, 2018	Statement of Aims and Objectives		
Y	February 1, 2018	Note on Prerequisite Knowledge		
Y	February 1, 2018	Portfolio		

REQUIRED UNOFFICIAL TRANSCRIPTS

A transcript is required for the following school(s). You must upload one (1) transcript for each school. Official transcripts must still be provided to your department.

Required	Due Date	School	Received	Date Received

REFERENCES

If you want to send a reminder to your referee, you can either click on their name or email address to open your email program or copy the email address and paste it into your email program.

[+ Add Another Referee](#)

Required	Due Date	Name	Email	Reminder	Last Email Sent	Received	Date Received	Edit
Y	February 1, 2018	Simon Fraser	testinginfo@testing.com		January 25, 2018			edit
Y	February 1, 2018	John Smith	testinginfo2@testing.com		January 25, 2018			edit

- 3) To change the referee information or delete the referee, click on 'edit'. NOTE: This option is not available if the reference has been received; in the example below the referee limit has been reached.

For instructions regarding the specific content of these documents, please see your department's website.
Click on each name to complete the supporting document. All documents must be in a pdf format except as noted.

SUPPORTING DOCUMENTS

Required	Due Date	Name	Received	Date Received
Y	February 1, 2018	CV including scholarly work		
Y	February 1, 2018	Statement of Aims and Objectives		
Y	February 1, 2018	Note on Prerequisite Knowledge		
Y	February 1, 2018	Portfolio		

REQUIRED UNOFFICIAL TRANSCRIPTS

A transcript is required for the following school(s). You must upload one (1) transcript for each school. Official transcripts must still be provided to your department.

Required	Due Date	School	Received	Date Received

REFERENCES

If you want to send a reminder to your referee, you can either click on their name or email address to open your email program or copy the email address and paste it into your email program.

Required	Due Date	Name	Email	Reminder	Last Email Sent	Received	Date Received	Edit
Y	February 1, 2018	Simon Fraser	testinginfo@testing.com		January 25, 2018			edit
Y	February 1, 2018	Simone Frasers	testinginfo3@testing.com		January 25, 2018			edit
Y	February 1, 2018	John Smith	testinginfo2@testing.com		January 25, 2018			edit

- 4) Either fill in the information needed to make the change, or delete the referee. Once completed, click 'save' at the bottom of the form. Note that fields with an Asterisk are required.

Edit My Referee Delete Referee

*First Name	<input type="text" value="Simone"/>	*Last Name	<input type="text" value="Frasers"/>
*Email	<input type="text" value="testinginfo3f@testing.com"/>		
*Confirm Email	<input type="text" value="testinginfo3f@testing.com"/>		
Phone	<input type="text" value="8888888888"/>		
Organization	<input type="text" value="Organization"/>		
Position Title	<input type="text" value="Position Title"/>		
Country	<input type="text" value="Canada"/>		
Address	<input type="text" value="Address"/> <input type="text"/> <input type="text"/>		
City	<input type="text" value="City"/>		
Province / State	<input type="text" value="British Columbia"/>	Postal / Zip	<input type="text" value="Postal"/>

5) Once successfully saved, the following message will appear:

i The referee has been saved successfully.

Instructions

Provide the contact information of your referee.

Edit My Referee

Delete Referee

*First Name	<input type="text" value="Simone"/>	*Last Name	<input type="text" value="Frasers"/>
*Email	<input type="text" value="testinginfo3@testing.com"/>		
*Confirm Email	<input type="text" value="testinginfo3@testing.com"/>		
Phone	<input type="text" value="8888888888"/>		
Organization	<input type="text" value="Organization"/>		
Position Title	<input type="text" value="Position Title"/>		
Country	<input type="text" value="Canada"/>		

6) If you have deleted the referee, the following message will appear:

i The referee has been deleted successfully. [Return to My Application](#)

Instructions

Provide the contact information of your referee.