Uploading documents

You need to upload the application documents to further process your application.
Application documents to be uploaded:
- Transcript of records in English of your studies so far
- Motivation letter in English
- As to the other documents needed, please check with your International Coordinator of TUAS (for. e.g. learning agreement, portfolio etc.)
- Design and Arts Academy students, Do not upload the portfolio into the database!! Please send the portfolio by regular mail to TUAS with the application and other required documents.

Uploading the passport photo:
Click the link **"Upload passport photo for the application"**
This window opens:

Search for the passport photo by cliking **"Selaa/Browse".** After selecting the document, click **"Create"**.

Click the link **"Upload application documents"**
This window opens:

				Insert
Name of upload	Certificates ▼			
Owner	Sukunimi, Etunimi ▼			
File	<--Please choose selection --> ▼	Selaa/Browse		

Cancel | Create

Search for the passport photo by cliking **"Selaa/Browse".** After selecting the document, click **"Create"**.

Click **"Back to the general overview"**.

If you want to upload more than one document, you need to click again the link **"Upload application documents".**
This window opens:

				Display all ⓘ ✦
	Name of upload ⬍	Owner ⬍	Name of file ⬍	Created from ⬍	Created on ⬍
📄🖨🔍 Certificates	Sukunimi - Etunimi	Document.doc	login	Feb 17, 2009 14:06:20
🔧🖨📄📘📗📊	First ◀ Previous	(1 Record found!)	Next ▶ Last ▶▶	✦

You can upload a new document by clicking the white blank paper figure on the left.
This window opens:

				Insert
Name of upload	Certificates ▼			
Owner	Sukunimi, Etunimi ▼			
File	<--Please choose selection --> ▼	Selaa/Browse		

Cancel | Create

After uploading all the required documents, click **"Reload Application Workflow"** to return to the normal view.

NOTE!
You can upload up to 10 different documents to Mobility Online. The applicants upload different kinds of documents in many forms, that's why the limit is 10. Only after that the system shows that step "Application documents uploaded" done (green mark). <u>Your application is complete when you have uploaded all the required documents, the step doesn't have to be completed.</u>