

Instructions for Manual Upload of Direct Admit Files

- Login to the UW Admissions Administration Portal:
- <https://admin.apply.wisconsin.edu/>
- Locate the area on your dashboard for sending files to UWS



SEND FILES TO UWS

File Type *
Transcript PDF

School *
- Select -

Upload File *
Choose File No file chosen

Please upload a single PDF file with all of your student's transcripts in it, or the CSV file. File name will be set automatically.

Upload

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- Use this utility to upload your files directly to the Universities of Wisconsin
- You should be able to upload:
- a .csv file with your Direct Admit student data (Generated from your SIS or by using manual template file)
- A bundle of PDF transcripts for your students participating in Direct Admit WI

If you have any questions or difficulty uploading your files, please contact us at DirectAdmitTechHelp@wisconsin.edu