1. After you have submitted your online application, you should submit any relevant document(s) to support your request for accommodations by uploading the document(s) on the "Submitting Documentation" page.

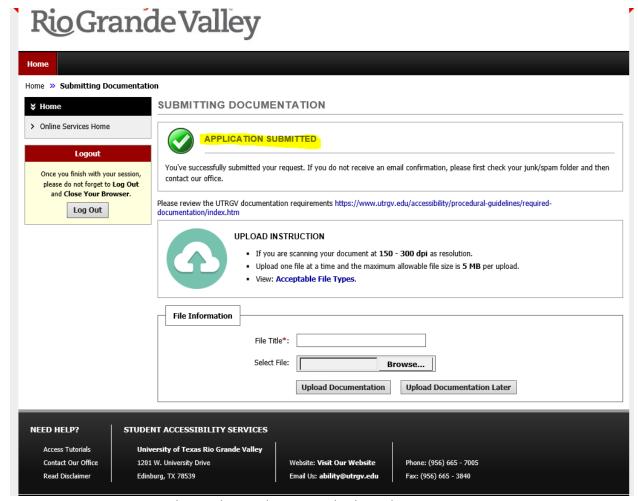


Figure 7: Online Student Application – Uploading Relevant Documents

- 2. If you encounter any issues while uploading your documents to mySAS, please email SAS at <a href="mailto:abilitydocs@utrgv.edu">abilitydocs@utrgv.edu</a> and attach the .pdf version of the documents.
- 3. You will be contacted by a SAS staff member to schedule an initial appointment, or "intake interview."
- 4. After your initial appointment, your request for accommodations will be reviewed by SAS staff.
- 5. If SAS staff determine that more information or documentation is required to support your accommodation request, you will be contacted via your UTRGV email <u>and</u> via mySAS.
- 6. You can check the status of your online application by logging into mySAS.

## **Uploading documentation to mySAS**

Uploading documentation to mySAS:

- \*Once you've submitted your online application, you should submit any relevant documentation to support your request for accommodations by uploading the documentation on the "Submitting Documentation" page.
- \*If you encounter any issues while uploading your documentation to mySAS, please email SAS at <u>abilitydocs@utrgv.edu</u> and attach a PDF version of the documentation.
- \* You will then be contacted by a SAS staff member to schedule an initial appointment, or "intake interview." SAS staff will inform you if additional documentation is needed to support your request.
- \*After your initial appointment, your request for accommodations will be reviewed by the Departmental Review Committee (DRC).