

Uploading documentation to mySAS

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.

Rio Grande Valley

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Home >> Submitting Documentation

Home


- > Online Services Home

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

Log Out

SUBMITTING DOCUMENTATION

 **APPLICATION SUBMITTED**

You've successfully submitted your request. If you do not receive an email confirmation, please first check your junk/spam folder and then contact our office.

Please review the UTRGV documentation requirements <https://www.utrgv.edu/accessibility/procedural-guidelines/required-documentation/index.htm>

UPLOAD INSTRUCTION

- If you are scanning your document at **150 - 300 dpi** as resolution.
- Upload one file at a time and the maximum allowable file size is **5 MB** per upload.
- View: [Acceptable File Types](#).

File Information

File Title*:

Select File: **Browse...**

NEED HELP?

- Access Tutorials
- Contact Our Office
- Read Disclaimer

STUDENT ACCESSIBILITY SERVICES

University of Texas Rio Grande Valley
1201 W. University Drive
Edinburg, TX 78539

Website: [Visit Our Website](#)
Email Us: ability@utrgv.edu

Phone: (956) 665 - 7005
Fax: (956) 665 - 3840

Figure 7: Online Student Application – Uploading Relevant Documents

2. If you encounter any issues while uploading your documents to mySAS, please email SAS at abilitydocs@utrgv.edu 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 and via mySAS.
6. You can check the status of your online application by logging into mySAS.

Uploading documentation to mySAS

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*If you encounter any issues while uploading your documentation to mySAS, please email SAS at abilitydocs@utrgv.edu 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).