



**Undergraduate
Document
Upload**

**Steps & Instructions to Upload
Required Admission Documents**



How to Access?

Your Username & Password will be sent in the Acknowledgment Email along with AUC student ID number.

Username & Password must not be shared or used for another applicant

Laserfiche®

Organization

ROOT

Username

ex: aucusername

app_9002

Password

[Forgot password?](#)

Sign in

- This is a public computer
- I have an MFA code

Click on 'Start process'



Laserfiche Forms™ **Inbox** Start Process

My Tasks Team Tasks

Open Tasks

Drafts

Unassigned Tasks

Completed Tasks

Search my open tasks

<input type="checkbox"/>	Process	Task	Instance
There are no tasks			

Once you click "Start Process", the 'Undergraduate Checklist' will appear



Laserfiche Forms™ **Inbox** Start Process

Search processes

Process	Description	
☆ Undergraduate Admission Checklist - Test	AUC - Undergraduate Admission Checklist	Start

Then Press "Start"



Review Your Information

Student Service Center

Undergraduate Checklist

Student Information:

ID: *	<input type="text" value="9002"/>	Gender: *	<input type="text" value="Male"/>	Term: *	<input type="text" value="Fall 2020"/>
Name: *	<input type="text" value="Ramy Khalaf"/>	AUC Email:	<input type="text"/>		
Personal Email:	<input type="text" value=" @aucegypt.edu"/>	Father Email:	<input type="text" value=" @aucegypt.edu"/>		
Mother Email:	<input type="text" value=" @aucegypt.edu"/>	Additional Email:	<input type="text"/>		

Please contact us at enrolauc@aucegypt.edu if displayed information needs updating.

For information about required documents, please view [Undergraduate Checklist](#)

Student Documents:

Max file size 20 MB, Allowed Extensions(doc, docx, pdf, png, jpg, jpeg, tif, bmp, gif).

● required ● one of them is required

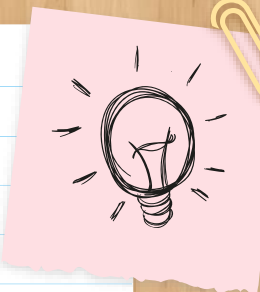
Note: compile the documents of the item in one file then upload them.

Document	Comments	File
Essay	<input type="text"/>	<input type="button" value="Upload"/>
Birth Certificate	<input type="text"/>	<input type="button" value="Upload"/>
Copy of Passport	<input type="text"/>	<input type="button" value="Upload"/>
Copy of the ID	<input type="text"/>	<input type="button" value="Upload"/>
Btaka Askareya	<input type="text"/>	<input type="button" value="Upload"/>

Then proceed to upload your documents

Press Upload file

Documents in Red are mandatory to be submitted. Documents in Yellow either one is required.



sign & submit

Transcript Th. Amma	<input type="text"/>	Upload
UG Recommendation Letters	<input type="text"/>	Upload
Extracurricular	<input type="text"/>	Upload
Undergraduate Documents	<input type="text"/>	Upload

Note: It is the student's responsibility to complete the file prior to the announced deadline. All required documents submitted after the official announced deadlines will be placed on a waitlist.

All correspondence during the admission process will be via email. Please make sure to check your email regularly.

Please review the checklist before signing.

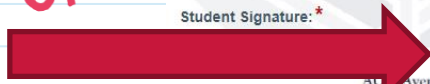
Student Signature: *

Sign

AUC • Avenue • P.O. Box 74 • New Cairo 11835, Egypt • tel 20.2.2615.4040 • fax 20.2.2794.4728
طريق الجامعة الأمريكية • ص. ب ٧٤ • القاهرة الجديدة ١١٨٣٥، مصر • تليفون ٤٠٤٠ ٢ ٢٦١٥ • فاكس ٤٧٢٨ ٢ ٢٧٩٤
enrolauc@aucegypt.edu • www.aucegypt.edu

Submit

01



02

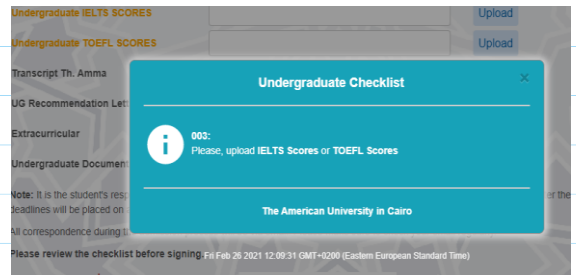
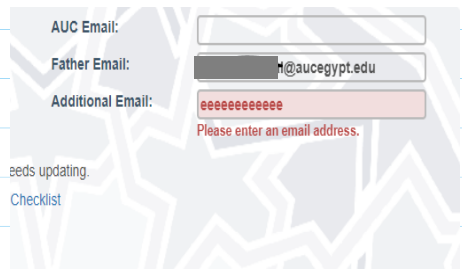
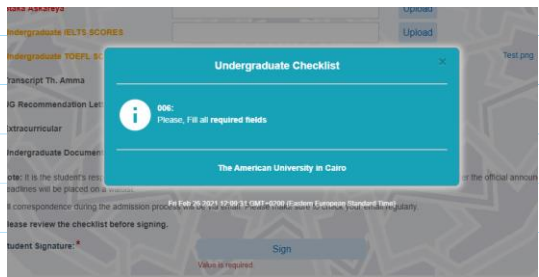


You will be notified if ...

01
Missing
signature

02
Wrong
Editing

03
Missing
file



**Military
Attestation
(For Egyptian
Males ONLY)**

**Sign &
Submit**

Age 21 or above:

- Copy of the military service deferral " اخطار تأجيل التجنيد " or Original of Military Service
- Recent Original Enrollment letter (from home university located in Egypt OR from abroad) with enrollment dates starting after the date of high school graduation till

Non-Degree

Older than 18 years:

- Copy of the military service deferral " اخطار تأجيل التجنيد " or Copy of Military Service
- Recent Original Enrollment letter (from home university located in Egypt OR from abroad) with current enrollment status.

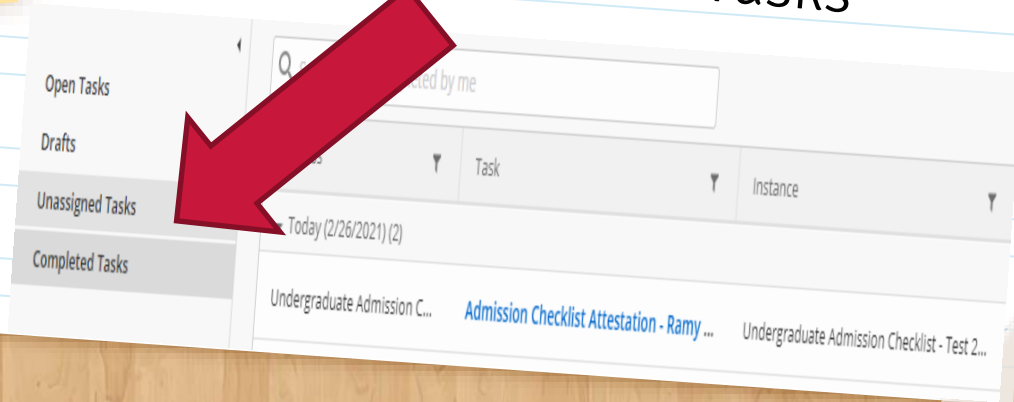
I hereby acknowledge and agree that the above relevant documents have to be submitted to avoid cancellation of registration and/or having a hold placed on my record.

Name: * ID: *

Student Signature: *

View your
completed
checklist

Click on 'Completed Tasks'



The screenshot shows a task management interface with a sidebar on the left containing the following filters: Open Tasks, Drafts, Unassigned Tasks, and Completed Tasks. A red arrow points to the 'Completed Tasks' filter. The main area displays a table with columns for 'Task' and 'Instance'. The table shows two tasks for 'Today (2/26/2021) (2)': 'Undergraduate Admission C...' and 'Admission Checklist Attestation - Ramy ...'. Below the table, there is a link for 'Undergraduate Admission Checklist - Test 2...'.

Task	Instance
Undergraduate Admission C...	Admission Checklist Attestation - Ramy ...
Undergraduate Admission Checklist - Test 2...	

An Email will be sent

01
Confirm
Document
Submission

A yellow sticky note with a blue pushpin at the top right corner. The text on the note is written in red and black.

02
Document
Status
(Approved/
Rejected)

A light blue sticky note with a white pushpin at the top right corner. The text on the note is written in blue and black.