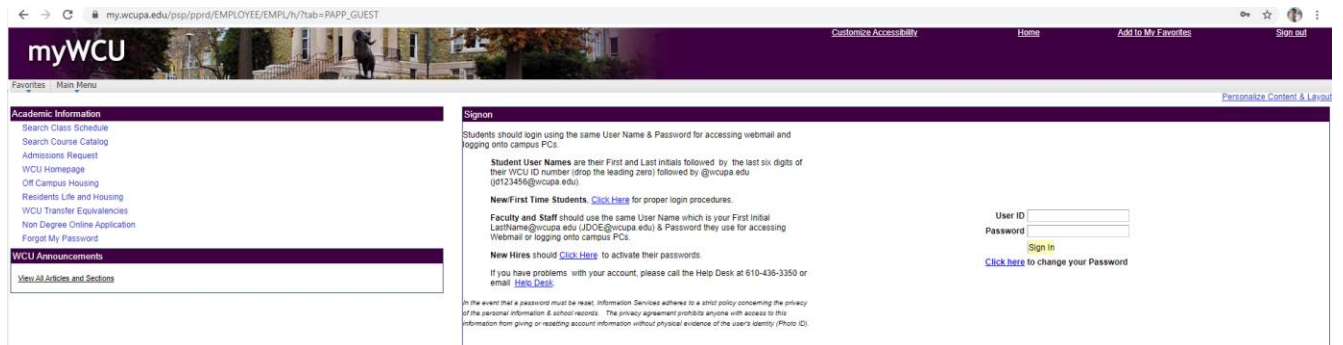


1. Log into myWCU (<https://my.wcupa.edu/psp/pprd/>)



2. Scroll down to Useful Links



#### Credit Summary

CumGPA	TranCr	CumCr+NotGRD-(	Remed	+ DupCr)	=AdjCr
0.000	0.00	0.00	6.00	0.00	0.00
					6.000

#### Useful Links

<a href="#">Enroll in a Class</a>	<a href="#">Degree Progress Report</a>
<a href="#">My Class Schedule</a>	<a href="#">What-If Degree Progress Report</a>
<a href="#">Grades</a>	<a href="#">Order Official Transcript</a>
<a href="#">Enrollment Verification</a>	<a href="#">Unofficial Transcript</a>
<a href="#">Change my address</a>	<a href="#">My Academics</a>
<a href="#">Transfer Credit Report</a>	<a href="#">Change Academic Load</a>
<a href="#">Apply for Graduation and/Certificate Completion</a>	<a href="#">My Planner</a>
<a href="#">Update Clearances - if required by Field Course</a>	

#### Alerts

##### Holds

You have no Holds

#### Financial Aid Alerts

All Items are Completed

\*\*\*NOTE: The upload clearance form will appear. Your original myWCU tab may “time out” if you stay on the Clearance Form longer than 20 minutes requiring you to log back into myWCU.

3. Pick a college from the drop-down menu
  - a. College of Education and Social Work (COESW)

4. You will repeat this process, below, for all documents as you upload them.
5. Select Documents to Upload (reference for required documents is found at:  
<https://www.wcupa.edu/education-socialWork/clearances.aspx>
  - a. PA State Police Criminal Record Check
  - b. FBI UE ID Number RECEIPT or EMAIL (not the Official Copy)
  - c. TB Test Results ONLY (no Immunization Records)
  - d. PA Child Abuse Certification
  - e. Waiver to Release Information

WCU  
WEST CHESTER  
UNIVERSITY

Clearance Document Upload Form

West Chester University  
700 South High Street  
West Chester PA 19383

**Student Information**

EMPLID \_\_\_\_\_ Email Address \_\_\_\_\_ College COLLEGE OF EDUCATION AND SOCIAL WORK  
First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

**Document To Be Uploaded**

Select Document to Upload \*

PA STATE CRIMINAL RECORD  
FBI UEID NUMBER RECEIPT OR EMAIL  
TB TEST RESULTS ONLY  
PA CHILD ABUSE  
WAIVER TO RELEASE INFORMATION

Select from documentation you are submitting from the drop down menu

6. Once selected document is uploaded, click to submit

**Document To Be Uploaded**

Select Document to Upload \*

Submit

7. You will repeat this process each time for each document as you upload.

**\*\*\*NOTE:** In order to repeat this process, the Clearance Form tab needs to be closed (press the “x” in the corner of the tab). This action will take you back to your original my WCU tab as long as the upload did not take you more than 20 minutes (myWCU times out after 20 minutes). If it times out, just log back in.