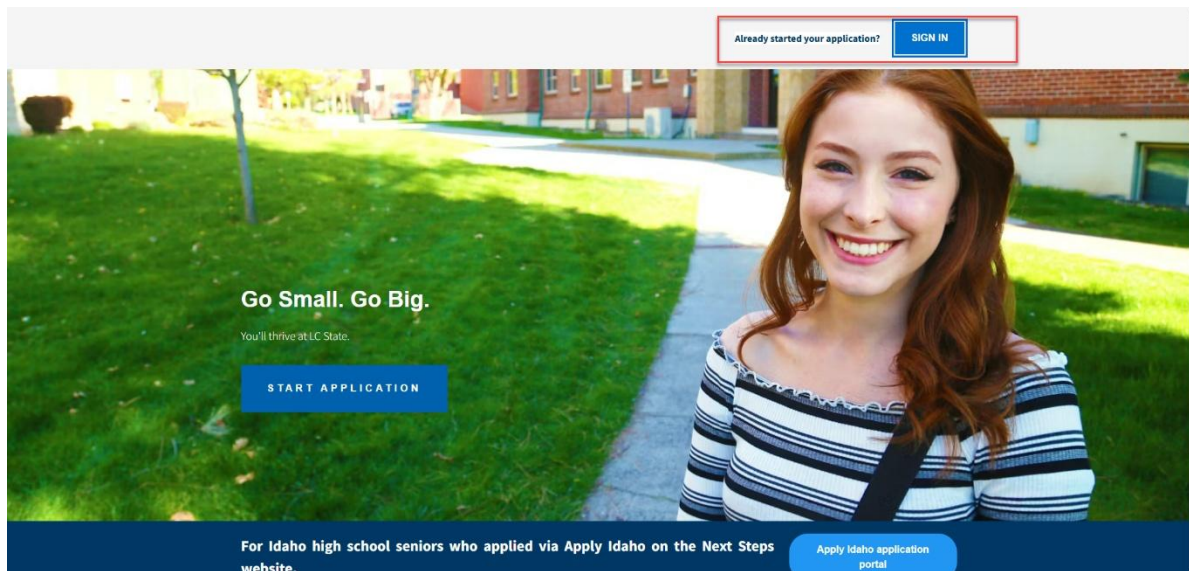


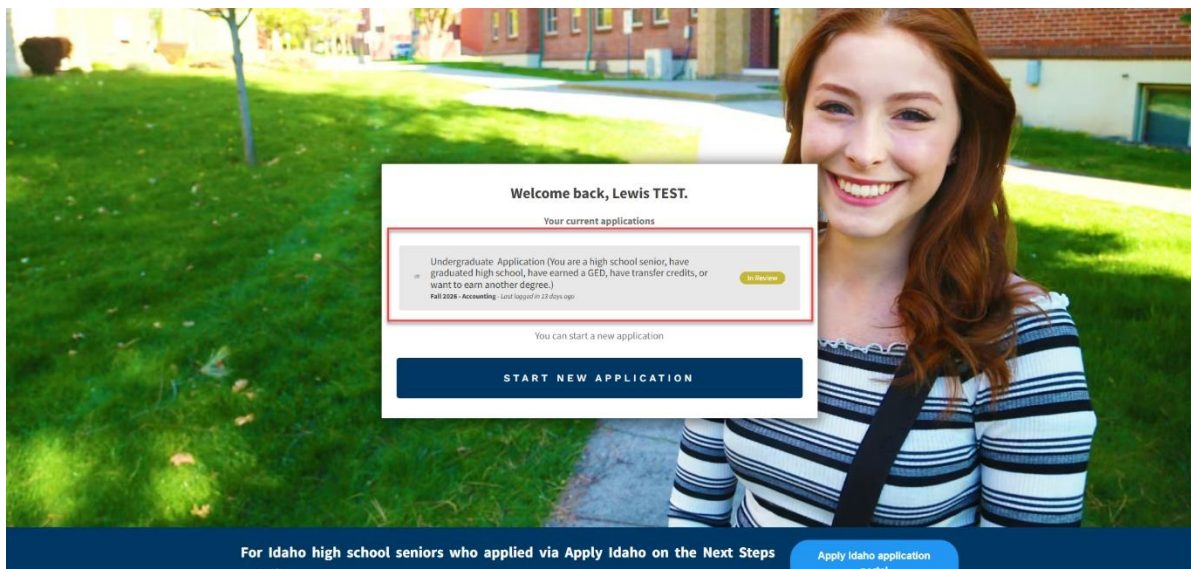
If you have already submitted your application and need to submit additional documents*, please follow the steps below.

Option 1: Upload documents to your application portal.

Step 1: After you have submitted your admission application, you can submit supplemental documents by logging into your application portal at: apply.lcsc.edu

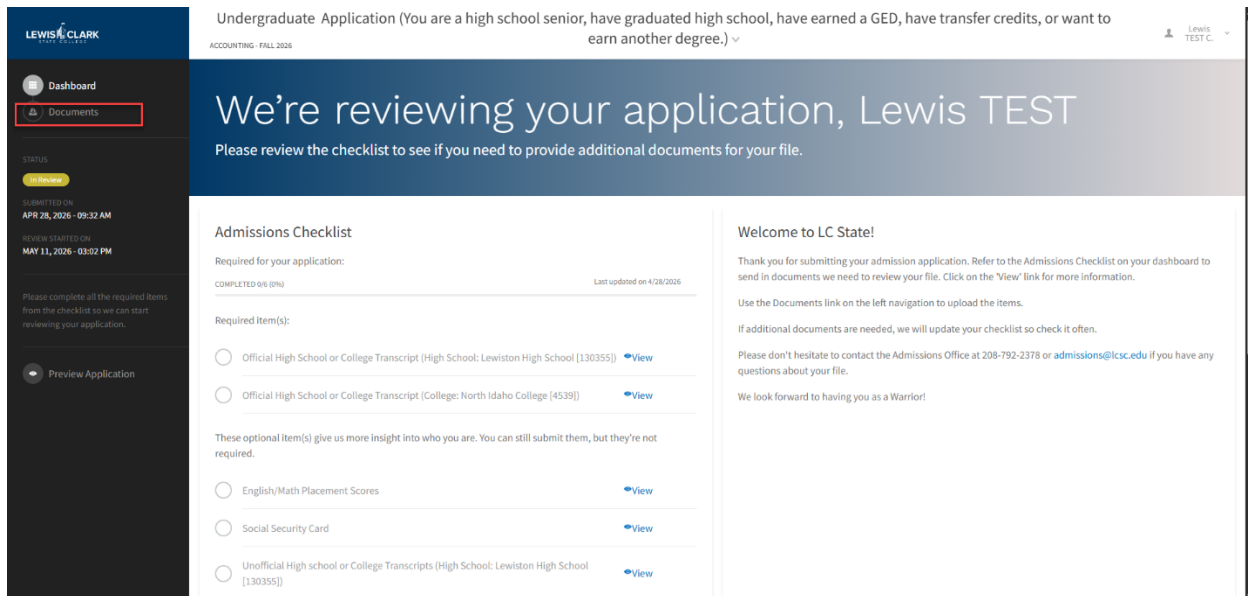


Step 2: Once you are logged into your application portal, you will want to click on your most recently submitted application.



***Please note that official college/university transcripts MUST be sent directly from your previous institution(s). These documents can be sent directly to admissions@lcsc.edu.**

Step 3: When you are in your most recent application, you will notice an Admissions Checklist with required documents that you will need to submit for your application to be processed. To upload required documents, you will select the documents tab on the left-hand side of the screen.

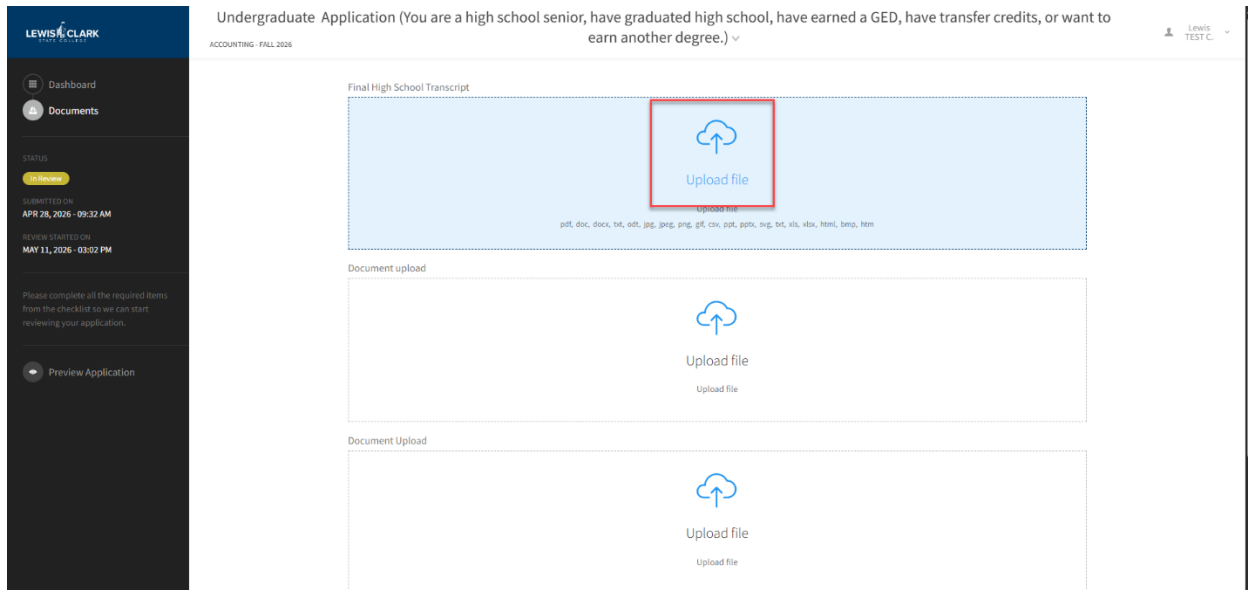


The screenshot shows the application dashboard for Lewis Clark State College. The user is logged in as Lewis TEST C. The main heading reads "We're reviewing your application, Lewis TEST". Below this, it says "Please review the checklist to see if you need to provide additional documents for your file." The Admissions Checklist is displayed with the following items:

- Required for your application:
 - Completed 9/6 (94%) (Last updated on 4/28/2026)
 - Required Item(s):
 - Official High School or College Transcript (High School: Lewiston High School [130355]) [View](#)
 - Official High School or College Transcript (College: North Idaho College [4539]) [View](#)
 - These optional Item(s) give us more insight into who you are. You can still submit them, but they're not required.
 - English/Math Placement Scores [View](#)
 - Social Security Card [View](#)
 - Unofficial High school or College Transcripts (High School: Lewiston High School [130355]) [View](#)

On the right side, a "Welcome to LC State!" message says: "Thank you for submitting your admission application. Refer to the Admissions Checklist on your dashboard to send in documents we need to review your file. Click on the 'View' link for more information. Use the Documents link on the left navigation to upload the items. If additional documents are needed, we will update your checklist so check it often. Please don't hesitate to contact the Admissions Office at 208-792-2378 or admissions@lcsc.edu if you have any questions about your file. We look forward to having you as a Warrior!"

Step 4: You will want to click on the *Upload File* button for the appropriate document that you are uploading to your account.

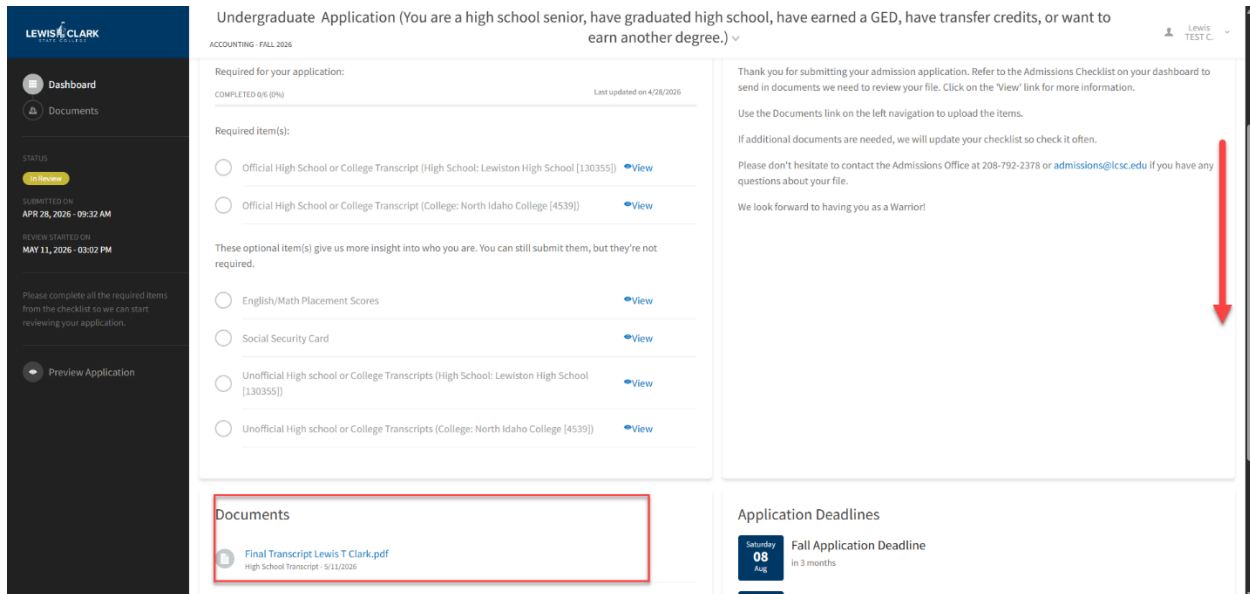


The screenshot shows the document upload interface. The user is logged in as Lewis TEST C. The main heading reads "Undergraduate Application (You are a high school senior, have graduated high school, have earned a GED, have transfer credits, or want to earn another degree.)". The document upload section is titled "Final High School Transcript" and contains three upload boxes:

- The first box is for the "Final High School Transcript" and has a red box around the "Upload file" button. Below the button, it lists supported file types: pdf, doc, docx, txt, odt, jpg, jpeg, png, gif, csv, ppt, pptx, sig, txt, xls, xlsx, html, bmp, htm.
- The second box is labeled "Document upload" and has an "Upload file" button.
- The third box is labeled "Document Upload" and has an "Upload file" button.

***Please note that official college/university transcripts MUST be sent directly from your previous institution(s). These documents can be sent directly to admissions@lcsc.edu.**

Step 5: Once you have selected your document that you wish to upload, you may return to your Dashboard. If you scroll down to your documents, you can see what documents you have uploaded.



The screenshot shows the 'Undergraduate Application' dashboard for a user named Lewis TEST C. The page title is 'Undergraduate Application (You are a high school senior, have graduated high school, have earned a GED, have transfer credits, or want to earn another degree.)'. The dashboard includes a sidebar with 'Dashboard' and 'Documents' links. The main content area shows a checklist of required items, including 'Official High School or College Transcript' for both High School and College, 'English/Math Placement Scores', and 'Social Security Card'. A 'Documents' section at the bottom is highlighted with a red box, showing one uploaded document: 'Final Transcript Lewis T Clark.pdf' (High School Transcript: 5/11/2026). A red arrow points to the right side of the dashboard, indicating the location of the 'Documents' link in the sidebar.

Note: *Your checklist will not be updated until the Admissions Office has reviewed and processed your documents. This typically takes two to five business days.*

Step 6A: If you need to upload additional documents, please repeat Steps 3 and 4.

Step 6B: If you have uploaded all required documents, you may log out of your application portal.

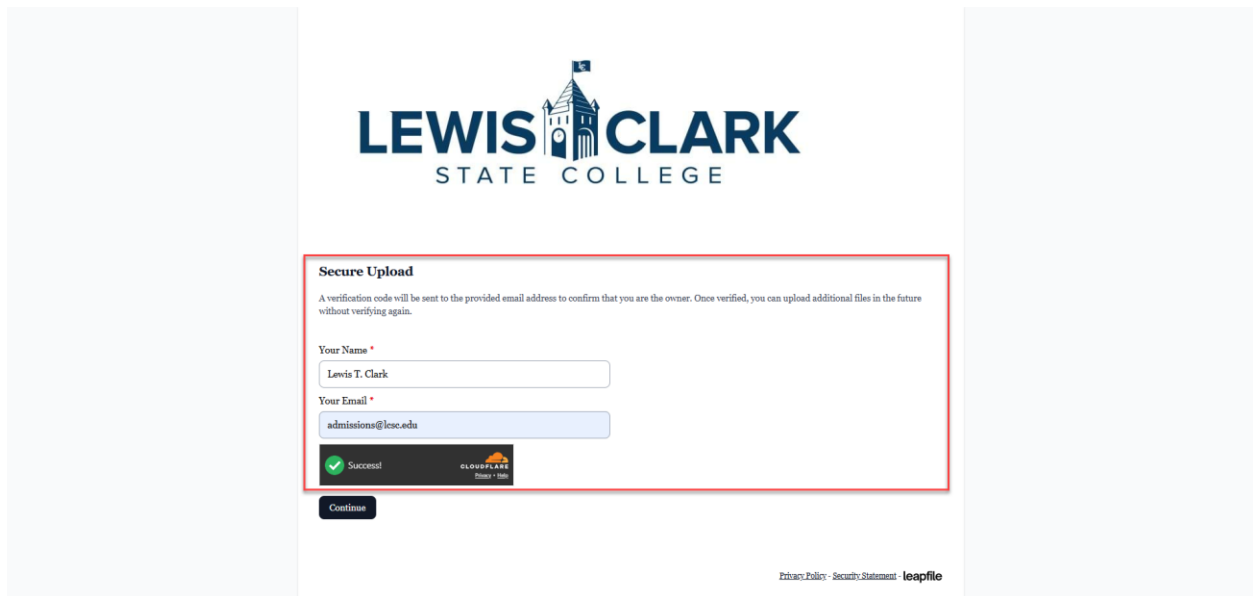
***Please note that official college/university transcripts MUST be sent directly from your previous institution(s). These documents can be sent directly to admissions@lcsc.edu.**

If you are unable to submit documents* through your application portal, you may submit documents via LeapFile. [LeapFile](#) is a safe way to send sensitive documents like transcripts, test scores, Social Security Cards, and more.

Option 2: Submit documents via LeapFile.

Step 1: After you have submitted your admission application, you can submit supplemental documents by sending them via LeapFile at:

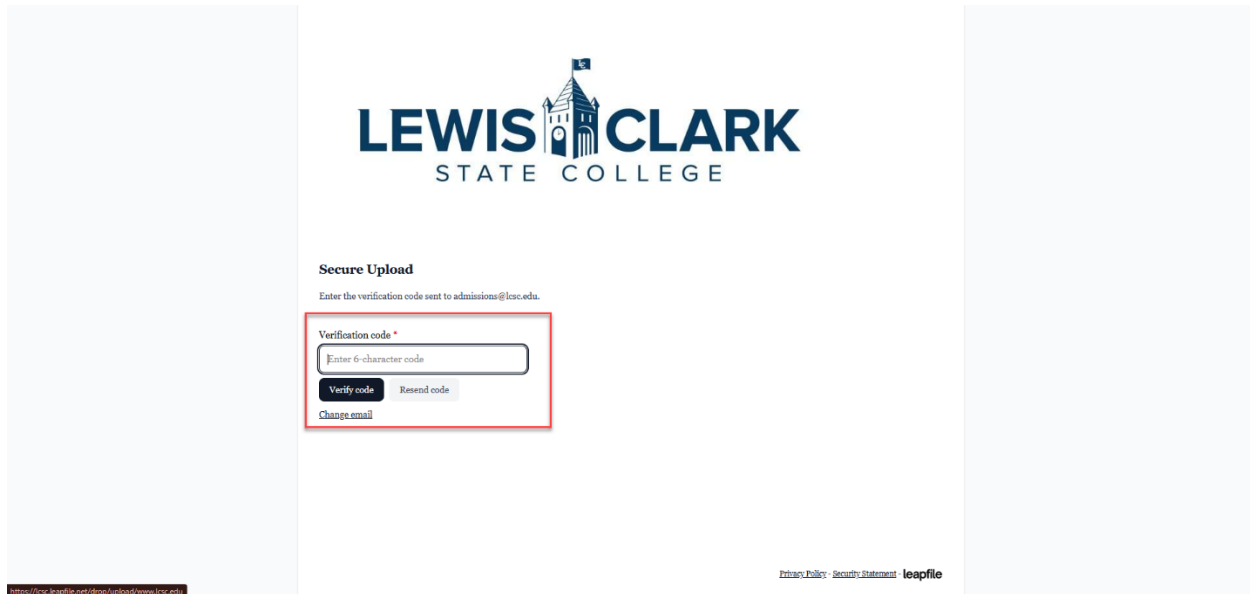
lsc.leapfile.net/drop/upload/sender. You will need to type in your full legal name and provide a valid email address. You can use the same email you used to apply.



The screenshot displays the 'Secure Upload' interface for Lewis Clark State College. At the top, the college's logo is centered. Below it, a red-bordered box contains the following elements: a heading 'Secure Upload', a paragraph explaining that a verification code will be sent to the provided email address, and two input fields. The 'Your Name' field contains 'Lewis T. Clark' and the 'Your Email' field contains 'admissions@lsc.edu'. Below the email field is a 'Success!' message with a green checkmark and the LeapFile logo. At the bottom of the red-bordered box is a 'Continue' button. At the bottom right of the entire page, there are links for 'Privacy Policy', 'Security Statement', and 'leapfile'.

***Please note that official college/university transcripts MUST be sent directly from your previous institution(s). These documents can be sent directly to admissions@lsc.edu.**

Step 2: LeapFile will send you a confirmation code to the email address you provided. You will need to copy and paste OR type in the verification code that LeapFile provided.



LEWIS CLARK
STATE COLLEGE

Secure Upload

Enter the verification code sent to admissions@lsc.edu.

Verification code *

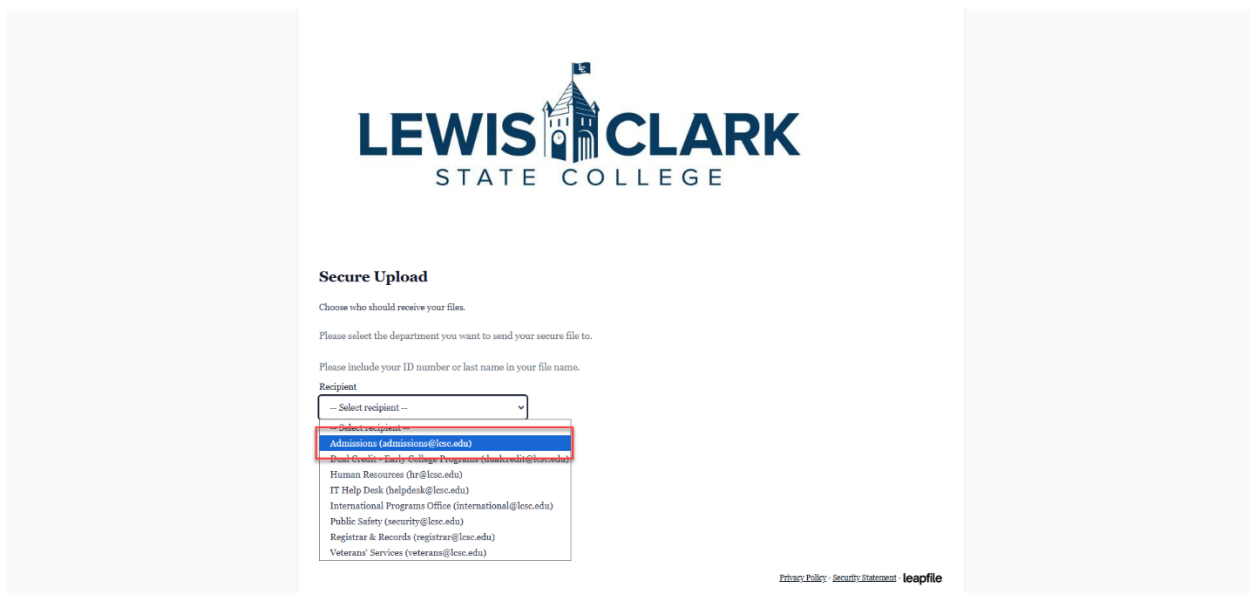
Enter 6-character code

Verify code Resend code

[Change email](#)

[Privacy Policy](#) [Security Statement](#) [leapfile](#)

Step 3: Once you have verified your email address, you will select the destination you want your files to be sent to. *Please send all admission materials, including unofficial transcripts, personal statements, Social Security Cards, and other required documents, directly to the Admissions Office.*



LEWIS CLARK
STATE COLLEGE

Secure Upload

Choose who should receive your files.

Please select the department you want to send your secure file to.

Please include your ID number or last name in your file name.

Recipient

-- Select recipient --

Admissions (admissions@lsc.edu)

Dual Credit - Early College Program (dualcredit@lsc.edu)

Human Resources (hr@lsc.edu)

IT Help Desk (helpdesk@lsc.edu)

International Programs Office (international@lsc.edu)

Public Safety (security@lsc.edu)

Registrar & Records (registrar@lsc.edu)

Veterans' Services (veterans@lsc.edu)

[Privacy Policy](#) [Security Statement](#) [leapfile](#)

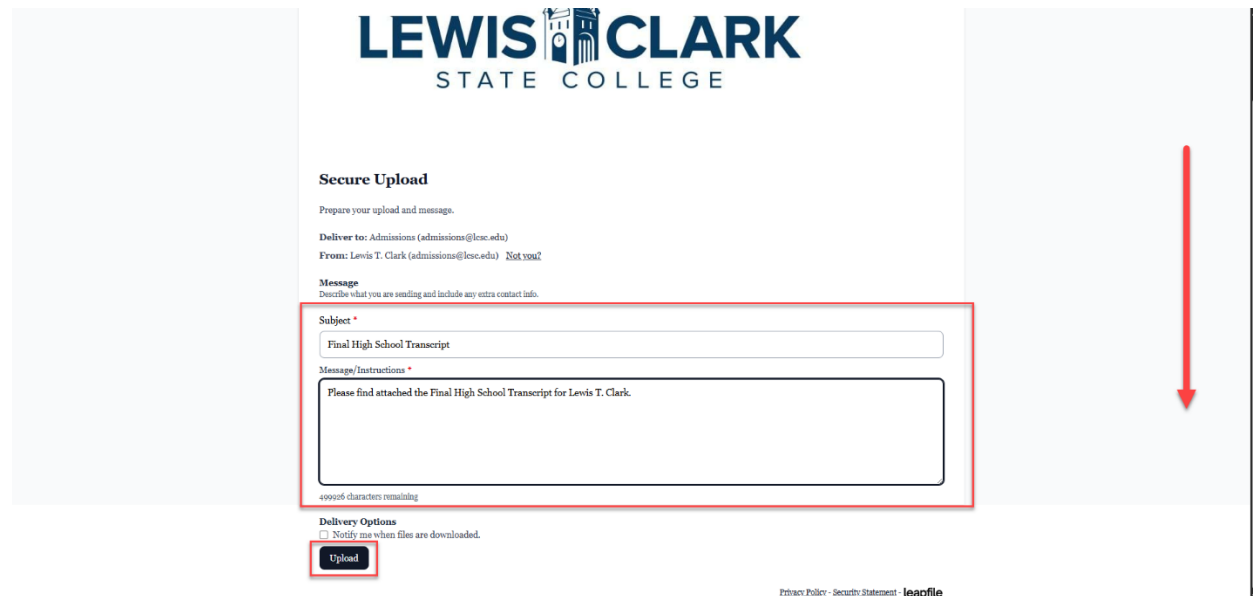
***Please note that official college/university transcripts MUST be sent directly from your previous institution(s). These documents can be sent directly to admissions@lsc.edu.**

Step 4A: After selecting the correct destination for your files, you will want to type a Subject and short message of the documents included.

Subject Example: Final High School Transcript

Message/Instructions Example: Please find attached the Final High School Transcript for Lewis T. Clark.

Step 4B: Once you have your Subject and Message/Instructions typed, you will want to click the upload button at the bottom of the screen.



LEWIS CLARK
STATE COLLEGE

Secure Upload

Prepare your upload and message.

Deliver to: Admissions (admissions@lcsc.edu)
From: Lewis T. Clark (admissions@lcsc.edu) *Not 1996*

Message
Describe what you are sending and include any extra contact info.

Subject *
Final High School Transcript

Message/Instructions *
Please find attached the Final High School Transcript for Lewis T. Clark.

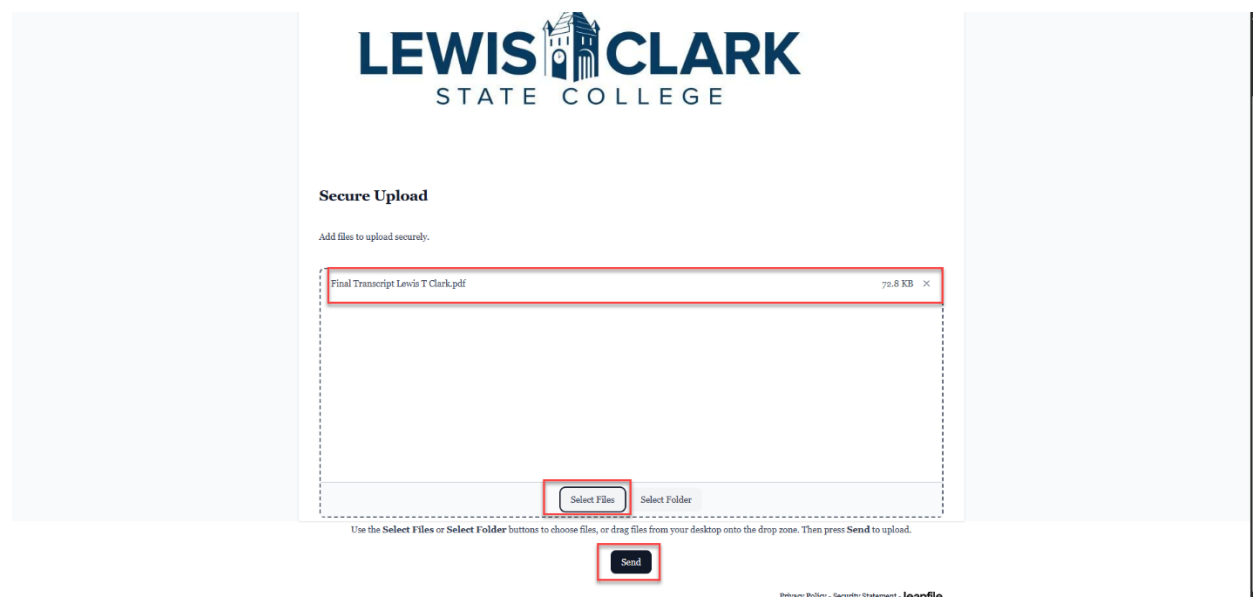
49996 characters remaining

Delivery Options
 Notify me when files are downloaded.

Upload

[Privacy Policy](#) - [Security Statement](#) - [leapfile](#)

Step 5: After clicking *Upload*, you will then select all documents that you wish you to send via LeapFile. When all documents are selected, you may click *Send*.



LEWIS CLARK
STATE COLLEGE

Secure Upload

Add files to upload securely.

Final Transcript Lewis T Clark.pdf 72.8 KB X

Select Files **Select Folder**

Use the Select Files or Select Folder buttons to choose files, or drag files from your desktop onto the drop zone. Then press Send to upload.

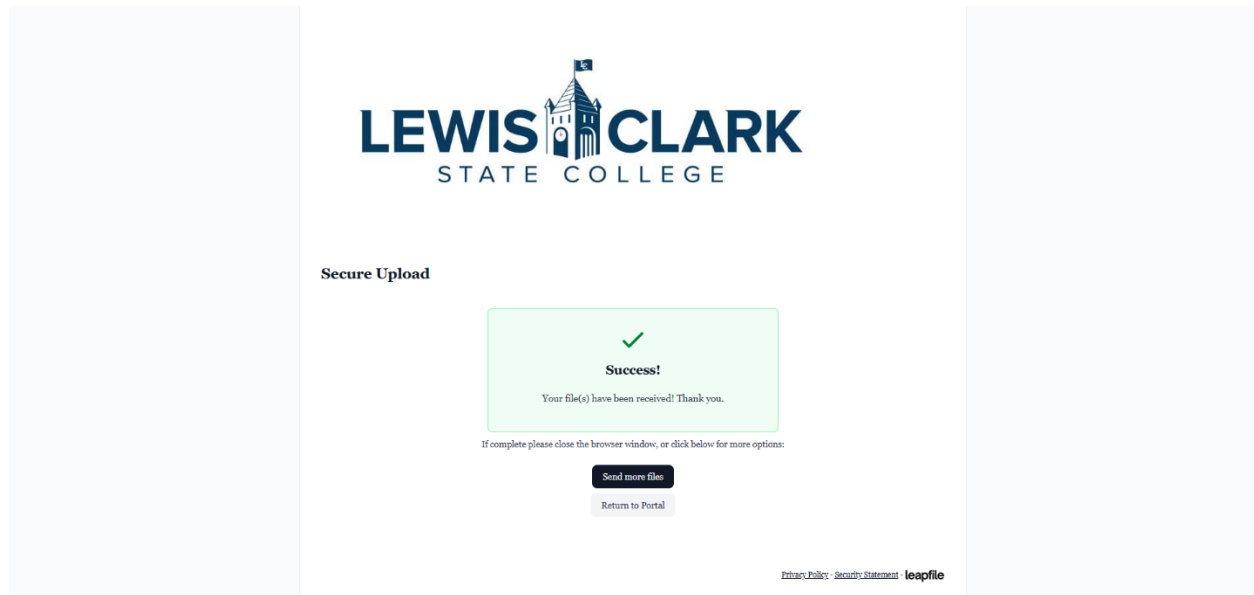
Send

[Privacy Policy](#) - [Security Statement](#) - [leapfile](#)

***Please note that official college/university transcripts MUST be sent directly from your previous institution(s). These documents can be sent directly to admissions@lcsc.edu.**

Step 6A: Once you have selected all documents and clicked *Send*, your documents will be sent to the office that you designated as the recipient.

Step 6B: If you need to send additional documents, you may click *Send More Files*. If you have submitted all required documents, you may close LeapFile.



If you have questions regarding required documents, please contact our Admissions Office at admissions@lcsc.edu or 208-792-2378.

***Please note that official college/university transcripts MUST be sent directly from your previous institution(s). These documents can be sent directly to admissions@lcsc.edu.**