

Uploading Documents to StudentForms:

In order to increase data security and streamline the verification process, the Office of Student Financial Aid strongly encourages students to upload documents through StudentForms instead of emailing, faxing, or mailing them to the university.

If you opt-out or are unable to E-Sign your forms, you will need to print the document, add your handwritten signature, and upload the document through StudentForms. If tax documents are requested, you should upload the requested items through Student Forms using the same process.

1. Log into AppalNet and go to the Financial Aid tab to access StudentForms.

(AppalNet > Financial Aid > My Eligibility > Student Requirements)

Eligibility Requirements for Award Year 2020-2021

Student Requirements Holds Academic Progress

Unsatisfied Requirements

Requirement	Status	As of Date	Fund Term
There are action items that need your attention. Requested Nov 08, 2019			

The Requirements link enables you to download the form necessary to complete the specific requirement or transfers you to another page to satisfy the requirement.

2. Use the 'Upload' button for your requested documents.

2020-2021 Verification

One or more new tasks have been added. 11/08/2019 16:42:49 PM

Notification History

Welcome!

Below is the list of items the Financial Aid Office needs you to complete for the financial aid verification process. Click on any section to view the detailed list of requirements.

Contact the Financial Aid Office with any questions.

Additional Info: Student and Spouse 2018 Signed Federal IRS Form 1040

While your documents were being reviewed, it was determined that you will need to provide some additional documentation to make certain information more clear. Please see the message below from your financial aid office.

Please provide a copy of your 2018 Federal Income Tax Return or Tax Return Transcript.

Upload Student and Spouse 2018 Signed Federal IRS Form 1040
Include all schedules filed with your signed 1040 form from 2018.

Upload

Submit

3. Preview your document carefully to make sure it is not blurry and the image has not been cut off. If the document is legible, click the "Use" button in the bottom right corner.

(If the document is not legible, click discard and use a different format or a new image)

Document Preview

Before you use, make sure:

1. The image is not blurry.
2. The image has not been cut off.


Use Discard

If your document has multiple pages saved individually, you will have the option to add more pages after this step. Repeat the process with each uploaded file.

4. After you have uploaded your entire document, click the 'Submit' button in the bottom right corner.

✔ Upload Student and Spouse 2018 Signed Federal IRS Form 1040
Include all schedules filed with your signed 1040 form from 2018.

+ Add Page(s)

Filename	Date Uploaded
 f1040--2018.pdf	12/04/2019

Submit

5. Click the green 'Finish' button to submit your document for review.

You're almost done!

After you click finish you will be prevented from making further changes while your files are being reviewed.

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Edit

Finish

6. If you have successfully submitted your document(s) you will see this message at the top of the screen. Continue to monitor your account for updates or new requirements.

Congratulations!

No action is required while the Financial Aid Office is reviewing your file. You may view documents that have been submitted by clicking on the links below.

Contact the Financial Aid Office with any questions.

If you have not already done so, now is a great time to opt-in to text messaging to track your progress! Click on your name in the top right corner and "Profile". Add your phone number and subscribe to SMS communications at the bottom of the page.