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.

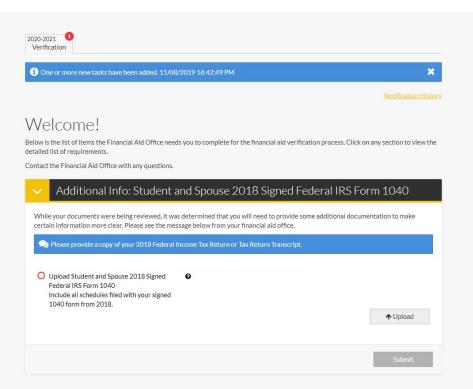
1. Log into AppalNet and go to the Financial Aid tab to access StudentForms.

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

Eligibility Requirements for Award Year 2020-2021

	-				
Student Requirements	Holds	Academic Progr	ess		
Unsatisfied Requirem	nents				
<i>Unsatisfied Requiren</i> Requirement	nents		Status	As of Date	Fund Term

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



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.

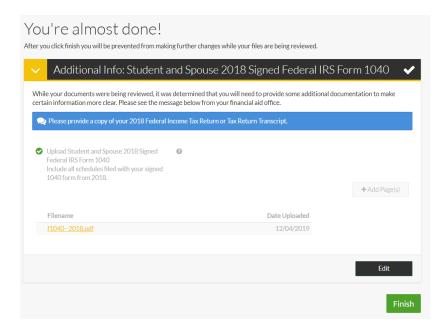
(If the document is not legible, click discard and use a different format or a new image)



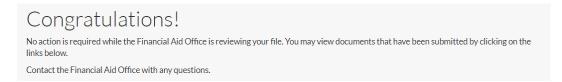
If your document has multiple pages saved individually, you will have the option to add more pages after this step. Repeat the process with each uploaded file. 4. After you have uploaded your entire document, click the 'Submit' button in the bottom right corner.

Upload Student and Spouse 2018 Signed Federal IRS Form 1040 Include all schedules filed with your signed 1040 form from 2018.	0		+Add Page(s)
Filename		Date Uploaded	
f <u>10402018.pdf</u>		12/04/2019	
			Submit

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



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.



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.