







Financial Aid Document Upload

The Required Financial Aid Documents link has a new look, as well as some additional features. This document provides step-by-step procedures to help you with successfully uploading your documents to your financial aid file.

Required Financial Aid Documents New Look

Required Financial Aid Documents
Documents are due immediately. Documents submitted after your last date of enrollment may not be reviewed.

Select an Award Year: 20-21 Academic Year  

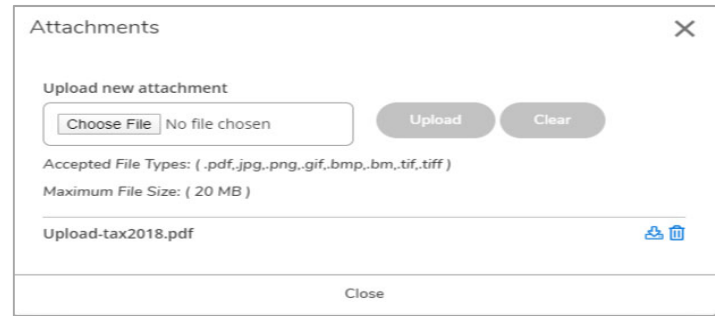
Document	Explanation	Status Date	Status	Attachments
2018 Student IRS Tax Return	You must provide a signed copy of your 2018 Tax Returns.		Incomplete	
2018 Student W2		05/11/2020	Complete	
20-21 Scholarship Thank You	Scholarships are funded through the generous contributions of donors and sponsors. As a recipient of a scholarship, you are... more Scholarship Thank You	05/11/2020	Complete	
20-21 V1 Independent Worksheet	Please be sure to use the fill-in feature to complete this form. To minimize any delays in processing, please provide an answer... more 20-21 V1 Independent Worksheet	04/09/2020	Received	
20-21 ISIR Received	HCC received the results of your 2020-2021 FAFSA.	11/26/2019	Received	
MD State Drug Pledge Statement	As a condition to receiving this award, you must complete the MD State Drug Free Pledge Form. 19-20 MD State Drug Pledge Form	05/16/2019	Complete	
2018 Spouse IRS Tax Return	You must provide a signed copy of your spouse's 2018 Tax Returns.		Documents Uploaded	

- **Explanation** – Explains the document/task you need to complete. Some have links to forms that you will need to submitted. *It is important to read the entire message.*
- **Status (Due) date** – The date associated with the status of the document/task to be completed.
- **Status**
 - Incomplete – Document/task that needs your attention.
 - Document Uploaded – Document successfully uploaded; not yet reviewed.
 - Received – Document under review.
 - Completed – Document reviewed; Satisfies the request.
- **Attachments** – [Manage] button allows you to upload your document.

Document Upload Process

1. Click the document link in the “Explanation” field.
2. Review and complete each section of the document.
3. Sign your forms. *Forms require your handwritten signature.*
4. Save your document in the computer directory as one of the acceptable file types. (ie. .pdf, .jpg, .png, .gif, .bmp, .tif, and .tiff)
5. Select the [Manage] button for the appropriate document.
6. Select the [Choose File] button.
7. Locate the document within your computer directory, to upload. Select the file and, select the [Open] button.
8. Select [Upload] to complete the upload process.

Your Attachments window should look like the diagram below, after successfully completing Step 1 through Step 8



The screenshot shows a window titled "Attachments" with a close button (X) in the top right corner. Below the title bar, there is a section for "Upload new attachment" containing a "Choose File" button, a "No file chosen" status, and "Upload" and "Clear" buttons. Below this, it lists "Accepted File Types: (.pdf, .jpg, .png, .gif, .bmp, .tiff, .tif)" and "Maximum File Size: (20 MB)". A file named "Upload-tax2018.pdf" is listed with a download icon and a trash icon to its right. At the bottom of the window is a "Close" button.

Important Notes:

- Your documents must be saved in one of the acceptable file types. (.pdf, .jpg, .png, .gif, .bmp, .tif, and .tiff)
- The maximum file size is 20 mb.
- All documents must have a wet (handwritten) signature. **In some cases you may have to print and sign before uploading.**
- Once you have successfully uploaded the document, it will be listed at the bottom of the Attachments window along with two icons next to the filename. You will be able to download and view your document, or delete the document, if necessary.
- You can upload more than one document using the same process. All documents uploaded for the requirement will be listed.
- If the document is incomplete, the Status will be reset to Incomplete. You may see a brief comment in the Explanation field, receive an email and/or a call requesting updates and/or clarification. **Incomplete documents will delay processing.** Documents with a Received status are under review. Processing takes 2-3 weeks to review. You will have access to download the document but you will not be allowed to delete.
- Documents with a Complete status have satisfied the requirement. The [Manage] option is no longer available.