



STUDENT GUIDE

Financial Aid – Submitting Documents

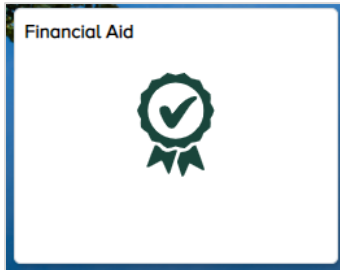
01/18/2023





Student Guide: Financial Aid - Submitting Documents

1. From the Student Portal home page, click the **Financial Aid** tile.



The Financial Aid home page will open, displaying action items in the center of the page and tabs at the top of the page.

2. Click the **Documents** tab to submit requested documents.

The screenshot shows the Michigan State University Student Information System interface. At the top, there is a navigation bar with tabs for HOME, DOCUMENTS (highlighted), NOTIFICATIONS, FINANCIAL, and MESSAGES. Below the navigation bar, the page title is "Required Financial Aid Actions". The main content area displays three action items:

- 1 BECOME FINANCIAL AID ELIGIBLE**
Submit all Required Documentation Completed
- 2 REVIEW/ACCEPT YOUR FINANCIAL AID AWARDS**
There are no pending awards that require review.
- 3 RECEIVE YOUR FUNDS**
There are no pending actions required to receive your funding



Uploading Documents

On the Documents page, any **Documents Requiring Attention** will be listed, with a **Submit Document** button next to each. All requested documents will be listed under **Documents Requiring Attention**.

Documents that have been requested or received to process your financial aid are listed in this page. Please review any documents requiring your attention. You can also upload a non requested document.

Documents Requiring Attention

The following documents need immediate attention to continue processing your financial aid eligibility. If you have any questions or concerns, please contact your financial aid office.

1. Documents Requiring Attention

Document Name	Owner	Award Year	Status	Action
PJ Loss of Income - Parent of Dependent Student 2022-2023	Student	2022-2023	Unacceptable	A professional judgment application may be requested to allow a financial aid administrator to review your unique situation and adjust the cost of attendance or data in the FAFSA used to calculate your EFC. Submit Document

- To upload a required document, click the corresponding **Submit Document** button. The Upload Documents page will open.

Upload a Requested Document

A professional judgment application may be requested to allow a financial aid administrator to review your unique situation and adjust the cost of attendance or data in the FAFSA used to calculate your EFC.

Document Name	Owner(s)	Award Year	Status	File
PJ Loss of Income - Parent of Dependent Student 2022-2023	Student	2022-2023	Unacceptable	CHOOSE A FILE

- Click **CHOOSE A FILE**.

Navigate to the file location on your computer, select the file and click **Open** to attach the file. After choosing a file to upload from your computer, fill out any of the additional information required on the page below.

- Once all information has been entered and a document has been selected, you will see an **UPLOAD** button. If the button is solid (green), click **UPLOAD**. If the button is not clickable, you have not input all the requested information; fill in any missing information and the **UPLOAD** will change to green.



Enter Additional Comments (Max 255 characters)

REMOVE UPLOAD

6. After submitting the document, a pop-up will appear notifying you that it was successfully uploaded; click **OK**.

Document History

All submitted documents will appear in the **Document History** at the bottom of the page. If an uploaded document needs to be edited or resubmitted, click the **Update Document** button and follow the steps to re-upload. Submitted documents can be replaced, but not deleted.

Documents

Documents that have been [requested](#) or [received](#) to process your financial aid are listed in this page. Please review any documents requiring your attention. You can also [upload a non requested document](#).

There are no pending document requests at this time.

Document History

Document Name	Owner	Status	Received Date	Comments	Update Document
Non-filing Statement	Student	Acceptable	May 18, 2021	Your non-filing statement is required to complete your financial aid verification process. A Verification of Non-filing (VNF) should be requested from the IRS stating that you have not filed an IRS income tax return for the requested tax year. If you are not able to obtain a VNF from the IRS or relevant tax authority, you may submit a statement certifying your attempt. If you are a dependent student, you can provide a statement certifying your non filing status, and are not required to request a VNF from the IRS or relevant tax authority.	Update Document
Social Security Card	Student	Acceptable	Apr 8, 2021	Your Social Security Card is required to complete your financial aid verification process.	Update Document

PLEASE NOTE: If you are updating documents that have already been submitted, you have the option to **Replace Document File** or **Add Additional Pages**. *Please choose carefully.* **Most users will want to choose Add Additional Pages** when uploading more documents. If you select **Replace**, you will replace the original upload and any associated changes may be reversed as a result.



Upload Documents

Upload a Requested Document

A professional judgment application may be requested to allow a financial aid administrator to review your unique situation and adjust the cost of attendance or data in the FAFSA used to calculate your EFC.

Document Name	Owner(s)	Award Year	Status	File
PJ Loss of Income - Parent of Dependent Student 2022-2023	Student	2022-2023	Unacceptable	<div style="border: 2px solid orange; padding: 5px;"><p style="text-align: center;">REPLACE DOCUMENT FILE</p><p style="font-size: 0.8em;">Only PDF, JPEG, GIF and PNG files with max size of 50MB.</p><p style="text-align: center;">ADD ADDITIONAL PAGES</p></div>