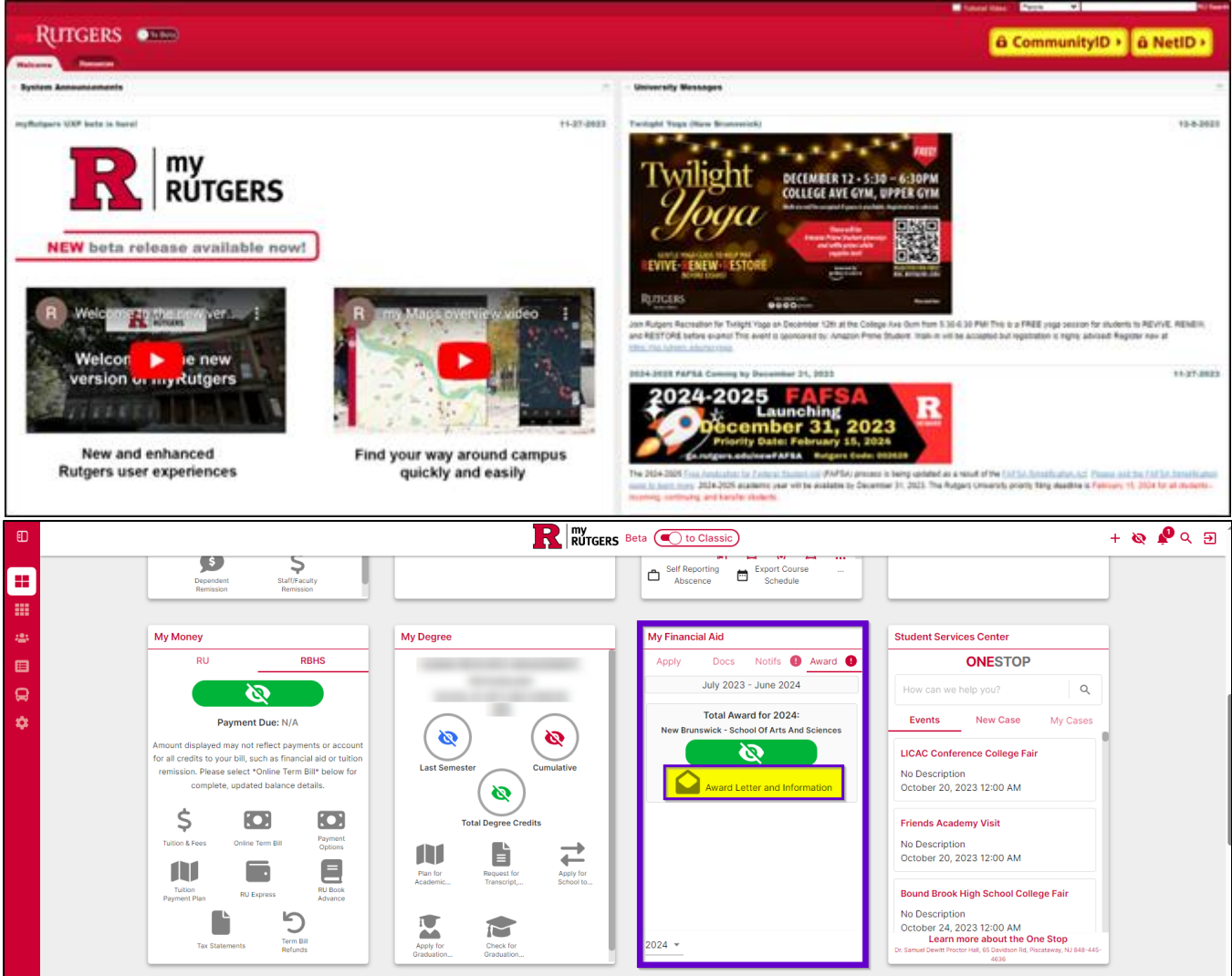


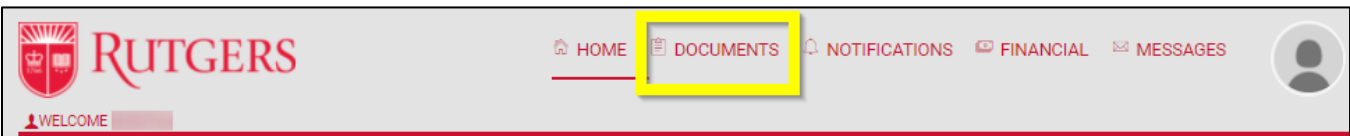
## The Documents Tab

1. Log into your myRutgers account and open the financial aid portal by finding the *My Financial Aid* widget, clicking on the documents tab, and clicking on any of the requested documents.



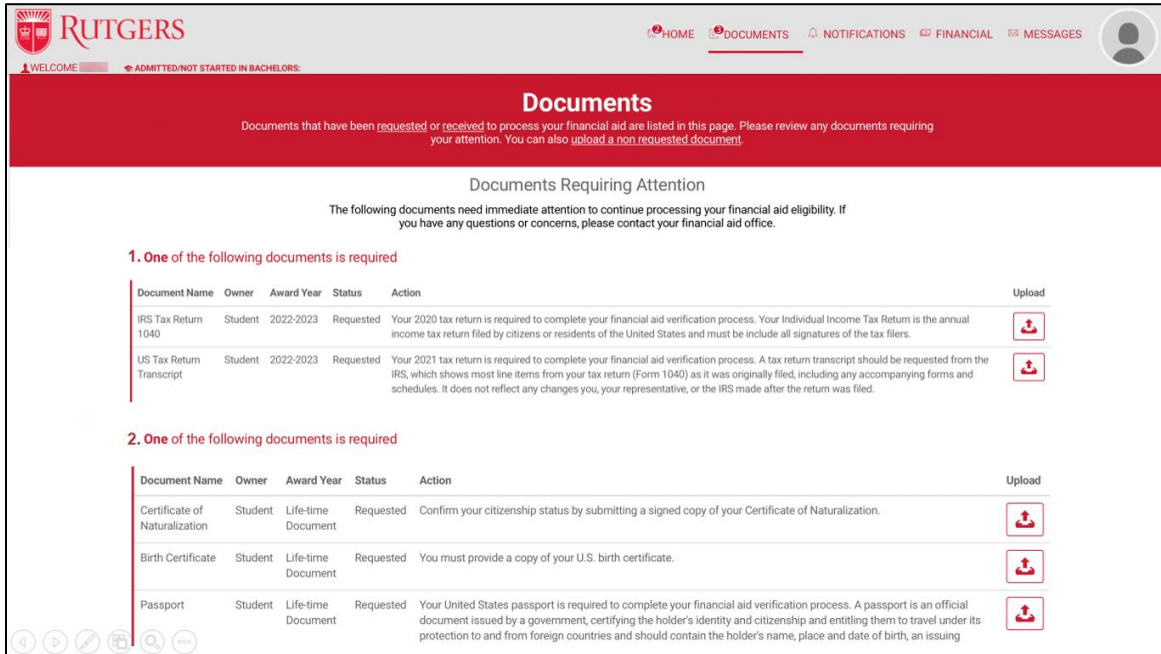
The screenshot displays the myRutgers portal interface. At the top, there are navigation tabs for 'myRutgers' and 'myRutgers Beta'. Below this, there are several announcement banners, including one for 'myRutgers VXP beta release available now!' and another for 'Twilight Yoga'. The main content area is divided into several sections: 'My Money', 'My Degree', 'My Financial Aid', and 'Student Services Center'. The 'My Financial Aid' section is highlighted with a purple border and contains a sub-section for 'Award Letter and Information' which is also highlighted with a yellow border. The 'Student Services Center' section on the right lists various events and services, including 'LICAC Conference College Fair' and 'Friends Academy Visit'.

2. Click on the *Documents* tab.



The screenshot shows the bottom navigation bar of the myRutgers portal. The 'DOCUMENTS' tab is highlighted with a yellow box. The navigation bar includes links for 'HOME', 'DOCUMENTS', 'NOTIFICATIONS', 'FINANCIAL', and 'MESSAGES'. The 'RUTGERS' logo is visible on the left, and a 'WELCOME' message is displayed below it.

- The documents tab will show you any documents needed to be reviewed, uploaded, or submitted to verify your financial aid eligibility.





**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.




**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.

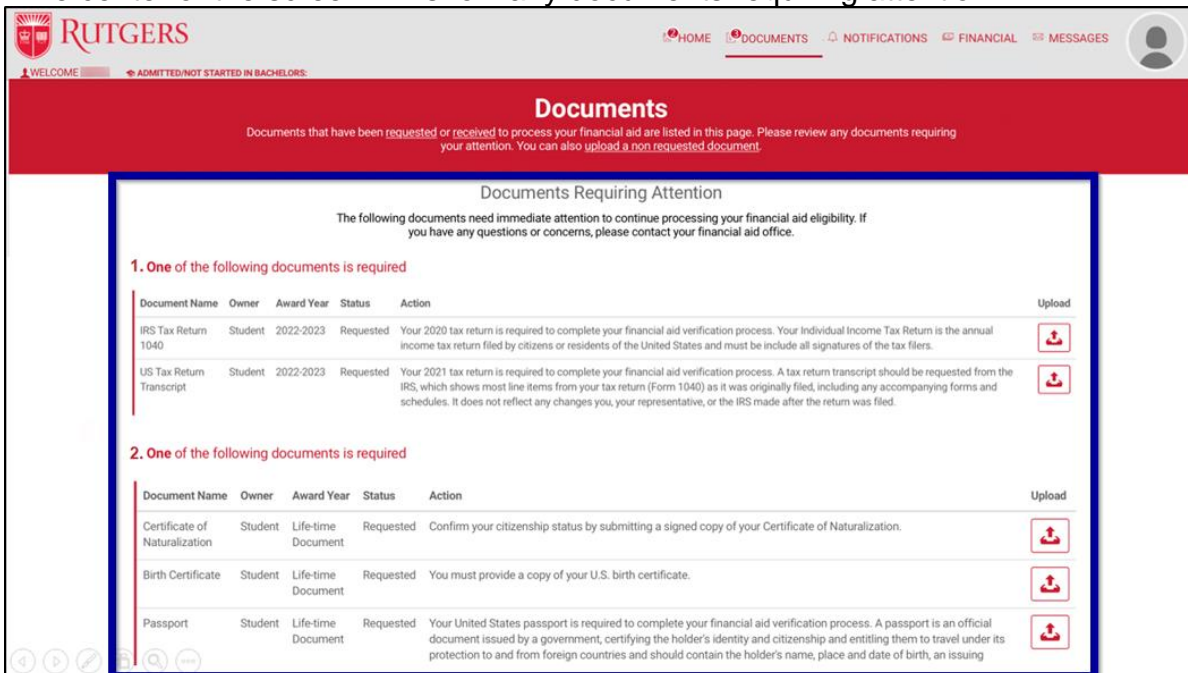
**1. One of the following documents is required**

Document Name	Owner	Award Year	Status	Action	Upload
IRS Tax Return 1040	Student	2022-2023	Requested	Your 2020 tax return is required to complete your financial aid verification process. Your Individual Income Tax Return is the annual income tax return filed by citizens or residents of the United States and must include all signatures of the tax filers.	
US Tax Return Transcript	Student	2022-2023	Requested	Your 2021 tax return is required to complete your financial aid verification process. A tax return transcript should be requested from the IRS, which shows most line items from your tax return (Form 1040) as it was originally filed, including any accompanying forms and schedules. It does not reflect any changes you, your representative, or the IRS made after the return was filed.	

**2. One of the following documents is required**

Document Name	Owner	Award Year	Status	Action	Upload
Certificate of Naturalization	Student	Life-time Document	Requested	Confirm your citizenship status by submitting a signed copy of your Certificate of Naturalization.	
Birth Certificate	Student	Life-time Document	Requested	You must provide a copy of your U.S. birth certificate.	
Passport	Student	Life-time Document	Requested	Your United States passport is required to complete your financial aid verification process. A passport is an official document issued by a government, certifying the holder's identity and citizenship and entitling them to travel under its protection to and from foreign countries and should contain the holder's name, place and date of birth, an issuing	

- The center of the screen will show any documents requiring attention.





**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.




**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.

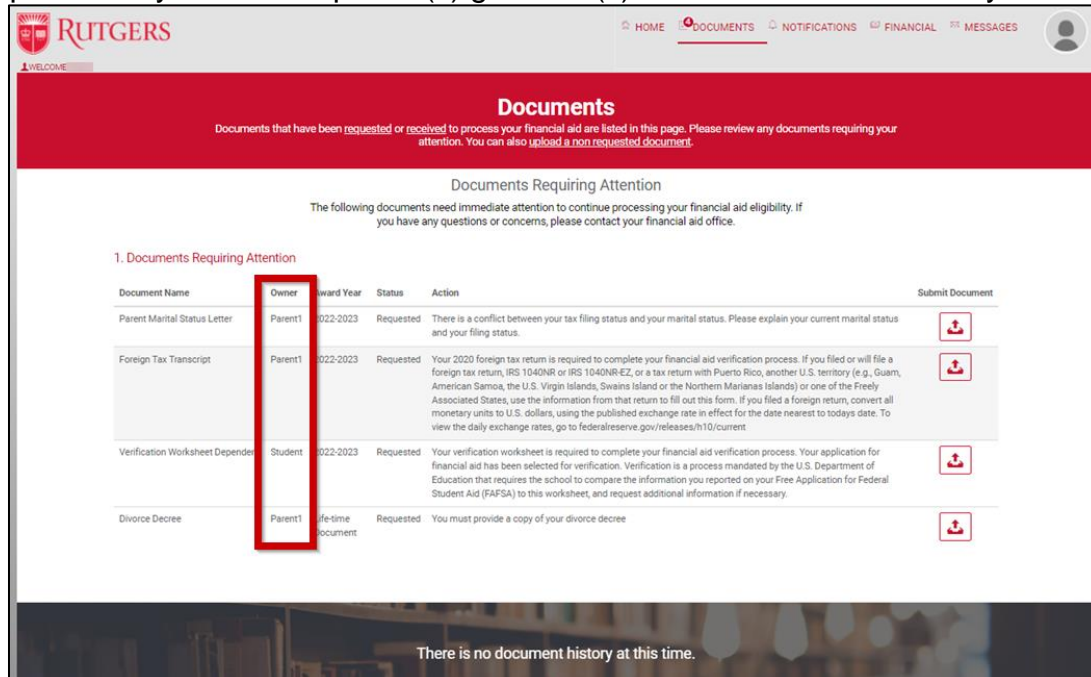
**1. One of the following documents is required**

Document Name	Owner	Award Year	Status	Action	Upload
IRS Tax Return 1040	Student	2022-2023	Requested	Your 2020 tax return is required to complete your financial aid verification process. Your Individual Income Tax Return is the annual income tax return filed by citizens or residents of the United States and must include all signatures of the tax filers.	
US Tax Return Transcript	Student	2022-2023	Requested	Your 2021 tax return is required to complete your financial aid verification process. A tax return transcript should be requested from the IRS, which shows most line items from your tax return (Form 1040) as it was originally filed, including any accompanying forms and schedules. It does not reflect any changes you, your representative, or the IRS made after the return was filed.	

**2. One of the following documents is required**

Document Name	Owner	Award Year	Status	Action	Upload
Certificate of Naturalization	Student	Life-time Document	Requested	Confirm your citizenship status by submitting a signed copy of your Certificate of Naturalization.	
Birth Certificate	Student	Life-time Document	Requested	You must provide a copy of your U.S. birth certificate.	
Passport	Student	Life-time Document	Requested	Your United States passport is required to complete your financial aid verification process. A passport is an official document issued by a government, certifying the holder's identity and citizenship and entitling them to travel under its protection to and from foreign countries and should contain the holder's name, place and date of birth, an issuing	

5. Pay close attention to the **Owner** column which will indicate whether the information requested in yours or the parent(s)/guardian(s) whose information is on your FAFSA.



**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.

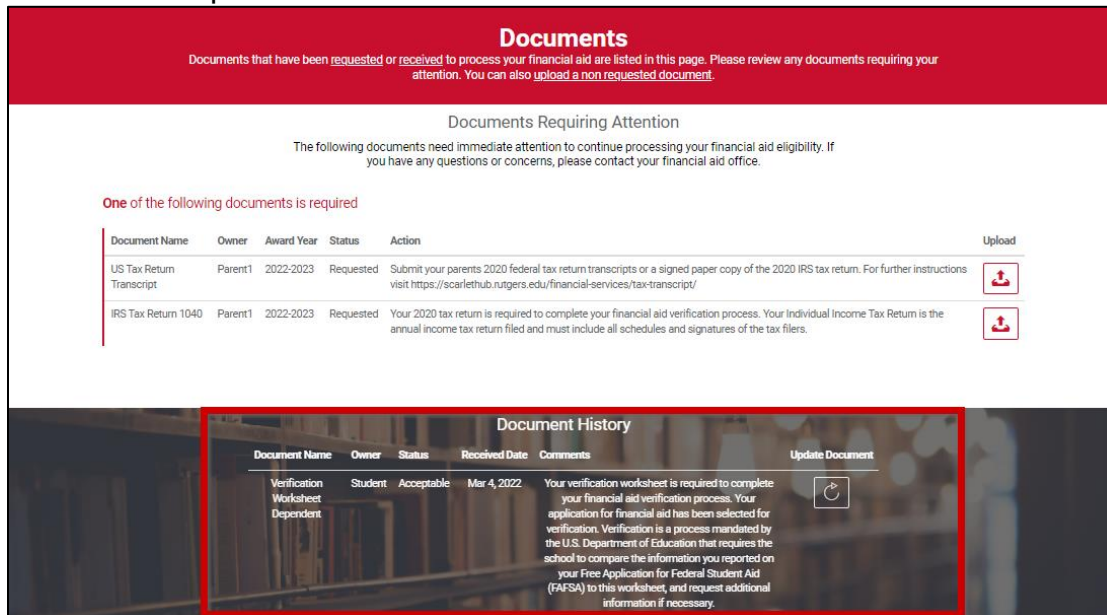
**Documents Requiring Attention**  
The following documents need immediate attention to continue processing your financial aid eligibility. If you have any questions or concerns, please contact your financial aid office.

1. Documents Requiring Attention

Document Name	Owner	Award Year	Status	Action	Submit Document
Parent Marital Status Letter	Parent1	2022-2023	Requested	There is a conflict between your tax filing status and your marital status. Please explain your current marital status and your filing status.	
Foreign Tax Transcript	Parent1	2022-2023	Requested	Your 2020 foreign tax return is required to complete your financial aid verification process. If you filed or will file a foreign tax return, IRS 1040NR or IRS 1040NR-EZ, or a tax return with Puerto Rico, another U.S. territory (e.g., Guam, American Samoa, the U.S. Virgin Islands, Swains Island or the Northern Marianas Islands) or one of the Freely Associated States, use the information from that return to fill out this form. If you filed a foreign return, convert all monetary units to U.S. dollars, using the published exchange rate in effect for the date nearest to today's date. To view the daily exchange rates, go to <a href="https://www.federalreserve.gov/releases/h10/current">federalreserve.gov/releases/h10/current</a>	
Verification Worksheet Dependent	Student	2022-2023	Requested	Your verification worksheet is required to complete your financial aid verification process. Your application for financial aid has been selected for verification. Verification is a process mandated by the U.S. Department of Education that requires the school to compare the information you reported on your Free Application for Federal Student Aid (FAFSA) to this worksheet, and request additional information if necessary.	
Divorce Decree	Parent1	Life-time document	Requested	You must provide a copy of your divorce decree	

There is no document history at this time.

6. The bottom of the screen will display a complete log of all documents submitted through the financial aid portal.



**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.

**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.

One of the following documents is required

Document Name	Owner	Award Year	Status	Action	Upload
US Tax Return Transcript	Parent1	2022-2023	Requested	Submit your parents 2020 federal tax return transcripts or a signed paper copy of the 2020 IRS tax return. For further instructions visit <a href="https://scarlethub.rutgers.edu/financial-services/tax-transcript/">https://scarlethub.rutgers.edu/financial-services/tax-transcript/</a>	
IRS Tax Return 1040	Parent1	2022-2023	Requested	Your 2020 tax return is required to complete your financial aid verification process. Your Individual Income Tax Return is the annual income tax return filed and must include all schedules and signatures of the tax filers.	

**Document History**

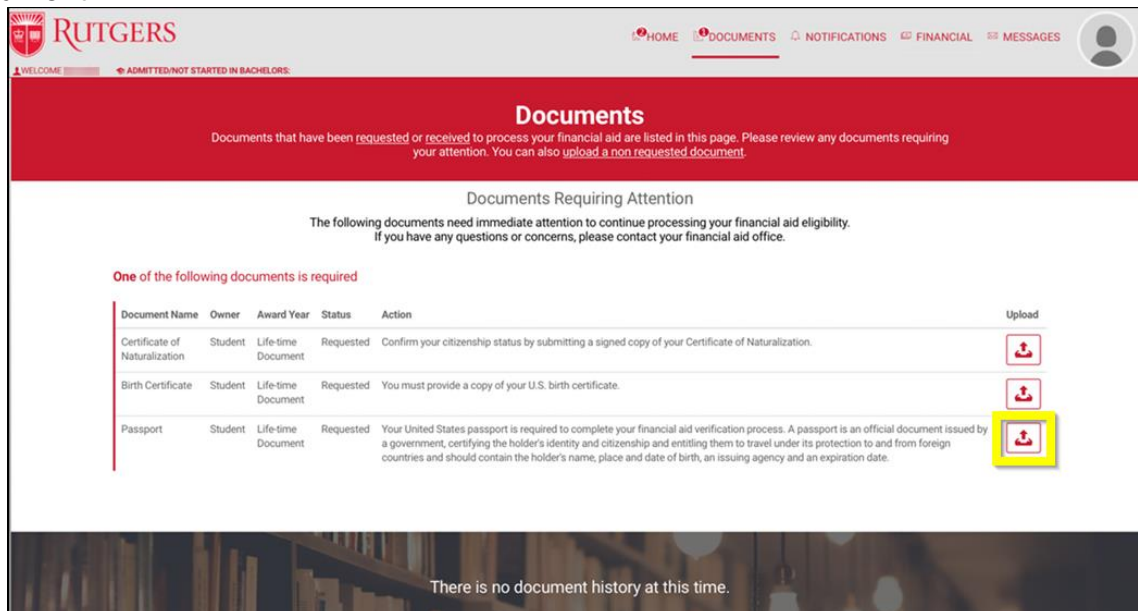
Document Name	Owner	Status	Received Date	Comments	Update Document
Verification Worksheet Dependent	Student	Acceptable	Mar 4, 2022	Your verification worksheet is required to complete your financial aid verification process. Your application for financial aid has been selected for verification. Verification is a process mandated by the U.S. Department of Education that requires the school to compare the information you reported on your Free Application for Federal Student Aid (FAFSA) to this worksheet, and request additional information if necessary.	

**Documents to Upload:** JPEG, PNG, or PDF files of personal documents such as tax transcripts, tax returns, non-filing statements, court orders, proof of citizenship, school transcripts, etc.

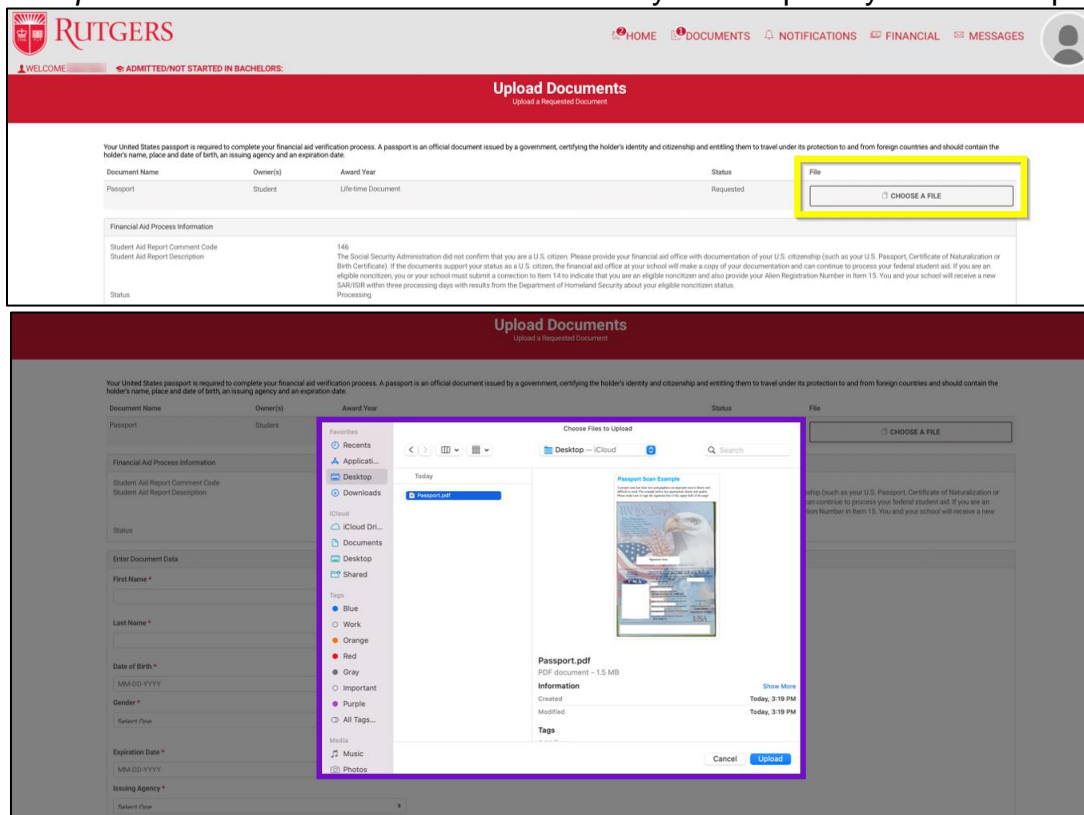
**Documents to Submit:** Forms to fill out for the Office of Financial Aid, such as the Verification Worksheet Dependent or the Verification Worksheet Independent.

## Uploading a Document to the Financial Aid Portal

1. If you are required to upload a document, such as a passport or tax documents, click the **Upload** button next to the document name to upload a JPEG, PNG, or PDF copy of your document.

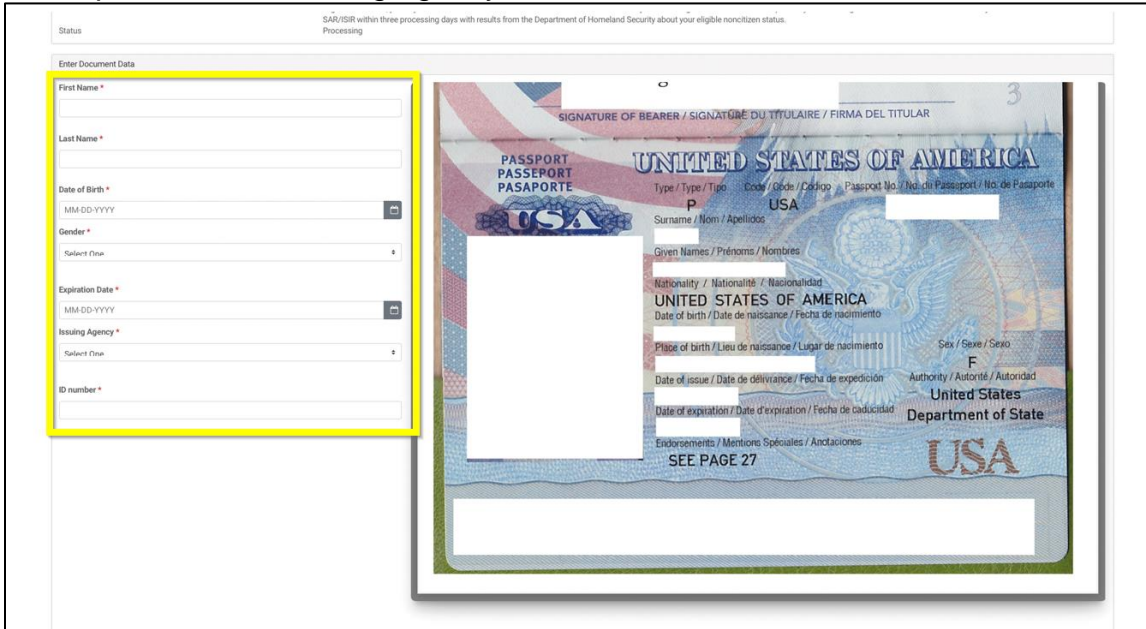


2. Click the **Upload File** button and select the file from your computer you wish to upload.

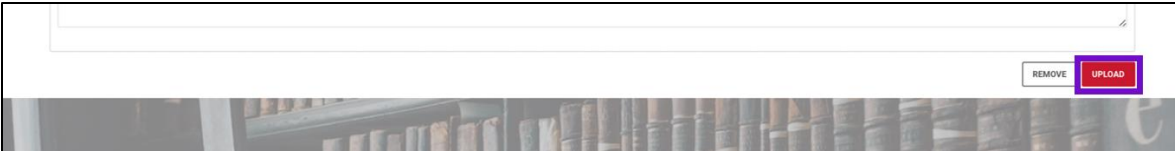




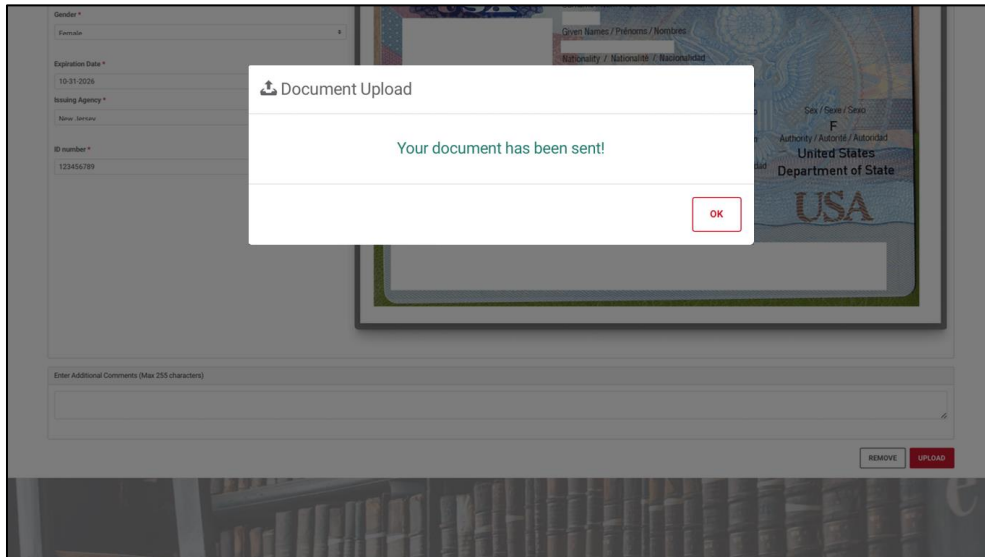
- After uploading the document, enter the document data, such as your name, date of birth, gender, expiration date, issuing agency, and ID number.



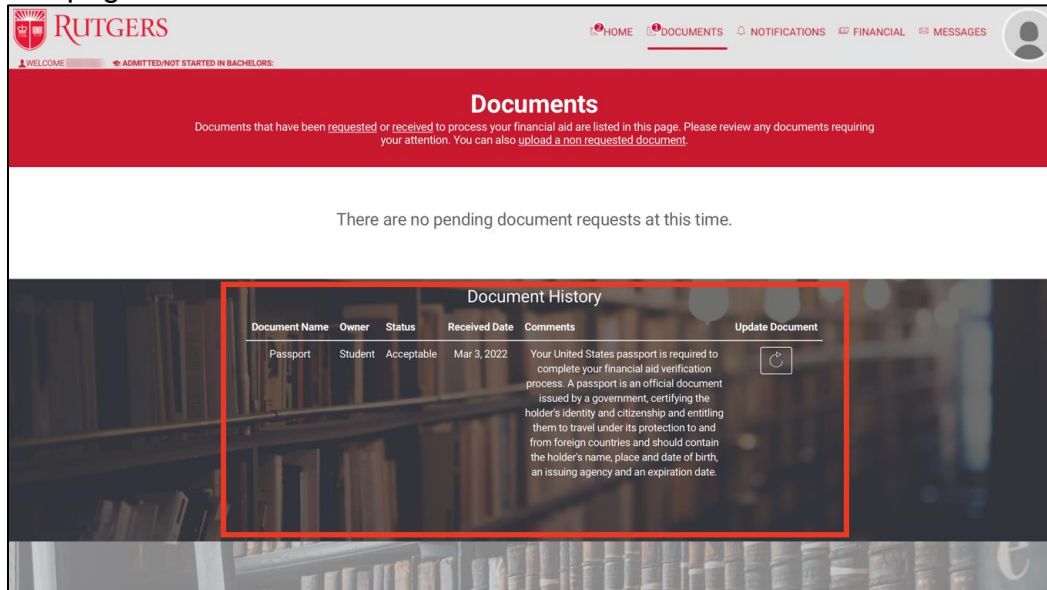
- Click the *Upload* button.



- A confirmation of submission pop-up will appear. Click *OK* and you'll be redirected to the documents tab.



6. The document submitted will then appear in the *Documents History* section of the documents page.




**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.

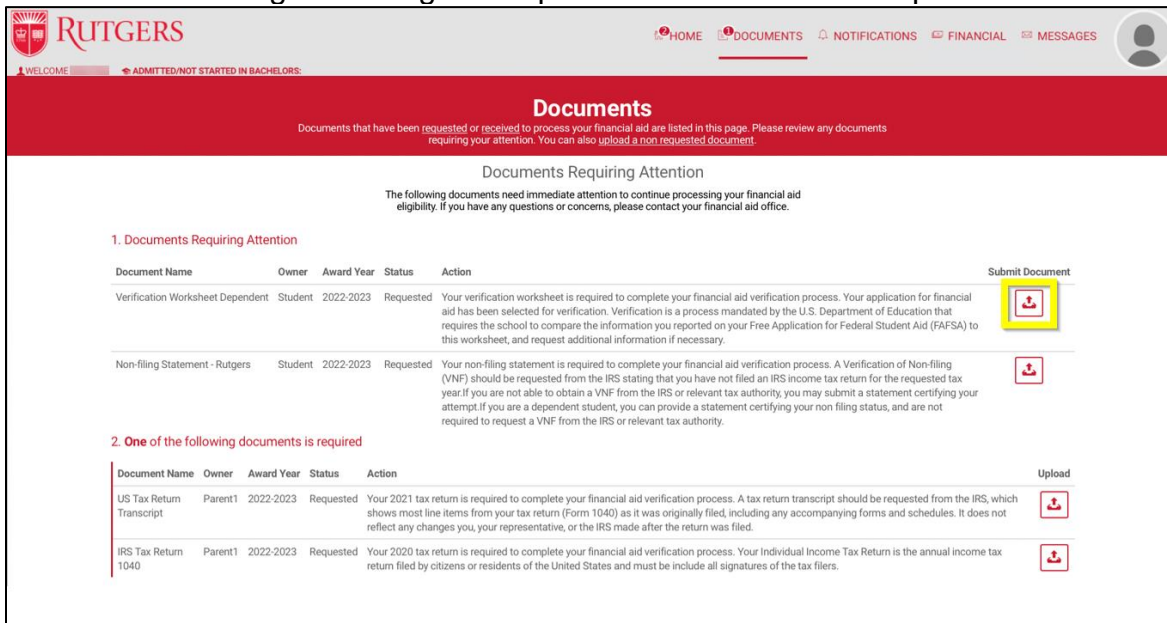
There are no pending document requests at this time.

**Document History**

Document Name	Owner	Status	Received Date	Comments	Update Document
Passport	Student	Acceptable	Mar 3, 2022	Your United States passport is required to complete your financial aid verification process. A passport is an official document issued by a government, certifying the holder's identity and citizenship and entitling them to travel under its protection to and from foreign countries and should contain the holder's name, place and date of birth, an issuing agency and an expiration date.	

## Submitting a Document to the Financial Aid Portal

1. If you are required to submit any documents, click the **Submit Document** button next to the document name to begin entering the requested information to complete the document.





**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.



**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**

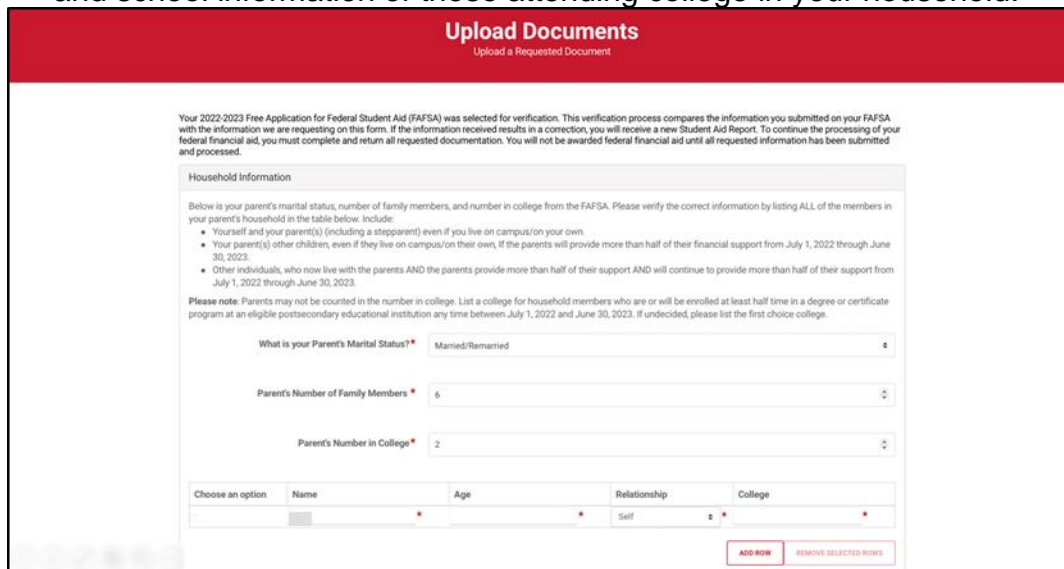
Document Name	Owner	Award Year	Status	Action	Submit Document
Verification Worksheet Dependent	Student	2022-2023	Requested	Your verification worksheet is required to complete your financial aid verification process. Your application for financial aid has been selected for verification. Verification is a process mandated by the U.S. Department of Education that requires the school to compare the information you reported on your Free Application for Federal Student Aid (FAFSA) to this worksheet, and request additional information if necessary.	
Non-filing Statement - Rutgers	Student	2022-2023	Requested	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.	

**2. One of the following documents is required**

Document Name	Owner	Award Year	Status	Action	Upload
US Tax Return Transcript	Parent1	2022-2023	Requested	Your 2021 tax return is required to complete your financial aid verification process. A tax return transcript should be requested from the IRS, which shows most line items from your tax return (Form 1040) as it was originally filed, including any accompanying forms and schedules. It does not reflect any changes you, your representative, or the IRS made after the return was filed.	
IRS Tax Return 1040	Parent1	2022-2023	Requested	Your 2020 tax return is required to complete your financial aid verification process. Your Individual Income Tax Return is the annual income tax return filed by citizens or residents of the United States and must include all signatures of the tax filers.	

2. For example, the Verification Worksheet Dependent form is a 4-part form that asks you to validate information input in your FAFSA, and manually input specific data to further verify your financial aid eligibility.

- a. Section 1 will require you to verify your household information, such as your parents' marital status, the number of people in your household (whoever is included in your parents' annual tax reporting), how many people in your household are attending college (not including your parents), and then the names and school information of those attending college in your household.



**Upload Documents**

Upload a Requested Document

Your 2022-2023 Free Application for Federal Student Aid (FAFSA) was selected for verification. This verification process compares the information you submitted on your FAFSA with the information we are requesting on this form. If the information received results in a correction, you will receive a new Student Aid Report. To continue the processing of your federal financial aid, you must complete and return all requested documentation. You will not be awarded federal financial aid until all requested information has been submitted and processed.

**Household Information**

Below is your parent's marital status, number of family members, and number in college from the FAFSA. Please verify the correct information by listing ALL of the members in your parent's household in the table below. Include:

- Yourself and your parent(s) (including a stepparent) even if you live on campus/on your own.
- Your parent(s) other children, even if they live on campus/on their own, if the parents will provide more than half of their financial support from July 1, 2022 through June 30, 2023.
- Other individuals, who now live with the parents AND the parents provide more than half of their support AND will continue to provide more than half of their support from July 1, 2022 through June 30, 2023.

**Please note:** Parents may not be counted in the number in college. List a college for household members who are or will be enrolled at least half time in a degree or certificate program at an eligible postsecondary educational institution any time between July 1, 2022 and June 30, 2023. If undecided, please list the first choice college.

What is your Parent's Marital Status?

Parent's Number of Family Members

Parent's Number in College

Choose an option	Name	Age	Relationship	College
<input type="radio"/>			Self	

[ADD ROW](#) [REMOVE SELECTED ROWS](#)

- b. Section 2 will ask you to verify whether or not you submitted a tax return the year prior. If you did not file a tax return, select the first option. If you filed a tax return, select the second or third option. In doing so, you are acknowledging that you will need to submit additional documents to verify your financial aid eligibility, such as W2s or 1099s from your employer.

Student Tax Information

The 2022-2023 FAFSA requires 2020 tax information. If you filed a 2020 federal tax return, you will be requested to submit applicable tax documentation.

Choose the option that applies

☐ I have used the IRS DRT in FAFSA on the Web to transfer 2020 IRS income tax return information into my FAFSA.

☐ I am unable or choose not to use the IRS DRT in FAFSA on the Web. I understand that the school may require that additional 2020 tax documents are provided to verify financial aid eligibility.

☐ I have filed an Amended IRS Income Tax Return, was Granted a Filing Extension by the IRS, was victims of IRS Tax-Related Identity Theft, or filed a Non-IRS Income Tax Return. I understand additional documentation will be requested to verify my financial aid eligibility.

- c. Section 3 will ask you to verify whether or not your parents submitted tax return the year prior. You should select the option that best applies to your family. If you select option 1, you likely will not need to submit further documents as this information is included in your FAFSA. If you select option 2 or 3, you may need to submit additional documents to verify your financial eligibility.

Parent Tax Information

The 2022-2023 FAFSA requires 2020 tax information. If your parents filed a 2020 federal tax return, you will be requested to submit applicable tax documentation. Please notify the financial aid office if your parents filed separate IRS income tax returns for 2020 or had a change in marital status after December 31, 2020.

Choose the option that applies

☐ My parents have used the IRS DRT in FAFSA on the Web to transfer 2020 IRS income tax return information into my FAFSA.

☐ My parents are unable or choose not to use the IRS DRT in FAFSA on the Web. Parents understand that the school may require that additional 2020 tax documents are provided to verify financial aid eligibility.

☐ My parents filed an Amended IRS Income Tax Return, were Granted a Filing Extension by the IRS, were victims of IRS Tax-Related Identity Theft, or filed a Non-IRS Income Tax Return. The parents understand additional documentation will be requested to verify my financial aid eligibility.



- d. Section 4 will ask for your electronic signature and electronic consent. You will be asked to read the consent message and select ***I Accept***. To e-sign the document, input your student ID, last name, one parent's last name, and the last four digits of that parent's social security number and date of birth.

**Electronic Signature Consent**

By selecting the "I Accept" button, you are signing this document electronically. You agree your electronic signature is the legal equivalent of your manual/handwritten signature on this document. You further agree that your signature on this document (hereafter referred to as your "E-Signature") is as valid as if you had signed the document in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature, and that the lack of such certification or third party verification will not in any way affect the enforceability of your E-Signature or any resulting agreement between you and the Rutgers Office of Financial Aid. You are also confirming that you are the student authorized to provide the data in this document. By electronically signing documents, you agree to all the terms and conditions of such documents as they exist on the date of your E-Signature.

I ACCEPT

Enter Student ID \* Enter Student Last Name \*

Enter Student ID \* Enter Parent Last Name \*

Enter Parent SSN (Last 4 digits) \* Enter Parent Date of Birth (MM/DD/YYYY) \*

[No SSN?](#)

SIGN AND FINISH

**Please Note:** If your parent does not have a social security number, click the *No SSN* button to override it.

- e. Once all information has been input, the *Sign and Finish* button will unghost and you can submit the document.

**Electronic Signature Consent**

By selecting the "I Accept" button, you are signing this document electronically. You agree your electronic signature is the legal equivalent of your manual/handwritten signature on this document. You further agree that your signature on this document (hereafter referred to as your "E-Signature") is as valid as if you had signed the document in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature, and that the lack of such certification or third party verification will not in any way affect the enforceability of your E-Signature or any resulting agreement between you and the Rutgers Office of Financial Aid. You are also confirming that you are the student authorized to provide the data in this document. By electronically signing documents, you agree to all the terms and conditions of such documents as they exist on the date of your E-Signature.

I ACCEPT

Enter Student ID \* Enter Student Last Name \*

Enter Student ID \* Enter Parent Last Name \*

Enter Parent SSN (Last 4 digits) \* Enter Parent Date of Birth (MM/DD/YYYY) \*

[No SSN?](#)

SIGN AND FINISH

3. A confirmation of submission pop-up will appear. Click *OK* and you'll be redirected to the documents tab.

### Electronic Signature Consent

By selecting the "I Accept" button, you are certifying that the information provided is true and correct. You also agree that no one else has provided the information and that the lack of such information may result in the denial of any resulting agreement. You are authorized to provide the information on such documents as they exist on the date of your E-Signature.

Document Upload


Your document has been sent!

OK

No SSN?

SIGN AND FINISH

4. The document submitted will then appear in the *Documents History* section of the documents page.



HOME DOCUMENTS NOTIFICATIONS FINANCIAL MESSAGES

WELCOME ADMITTED/NOT STARTED IN BACHELORS



## 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 [not 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. One of the following documents is required

Document Name	Owner	Award Year	Status	Action	Upload
IRS Tax Return 1040	Student	2022-2023	Requested	Your 2020 tax return is required to complete your financial aid verification process. Your Individual Income Tax Return is the annual income tax return filed by citizens or residents of the United States and must include all signatures of the tax filers.	
US Tax Return Transcript	Student	2022-2023	Requested	Your 2021 tax return is required to complete your financial aid verification process. A tax return transcript should be requested from the IRS, which shows most line items from your tax return (Form 1040) as it was originally filed, including any accompanying forms and schedules. It does not reflect any changes you, your representative, or the IRS made after the return was filed.	

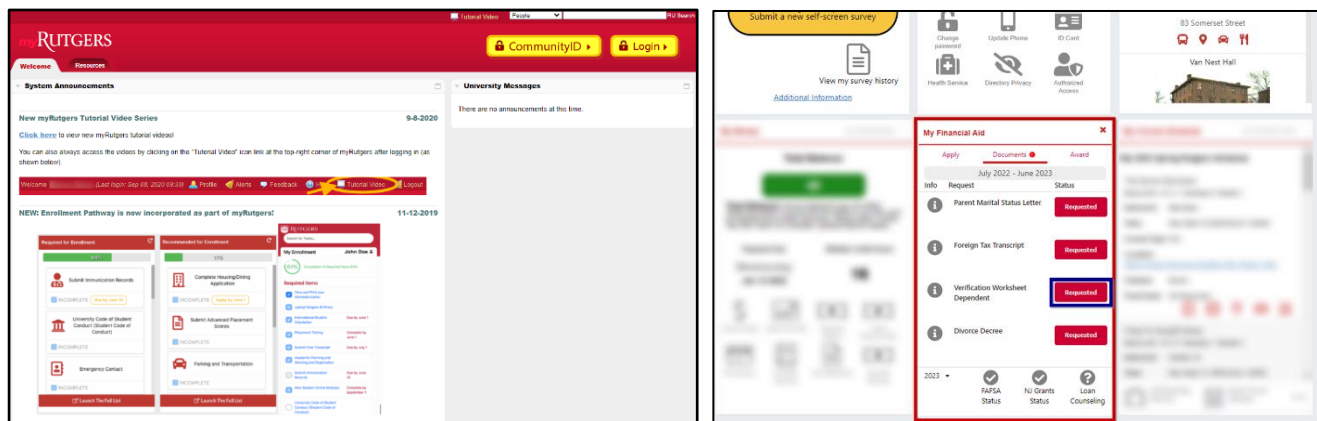
### Document History

Document Name	Owner	Status	Received Date	Comments	Update Document
Verification Worksheet Dependent	Student	Acceptable	Mar 2, 2022	Your verification worksheet is required to complete your financial aid verification process. Your application for financial aid has been selected for verification. Verification is a process mandated by the U.S. Department of Education that requires the school to compare the information you reported on your Free Application for Federal Student Aid (FAFSA) to this worksheet, and request additional information if necessary.	

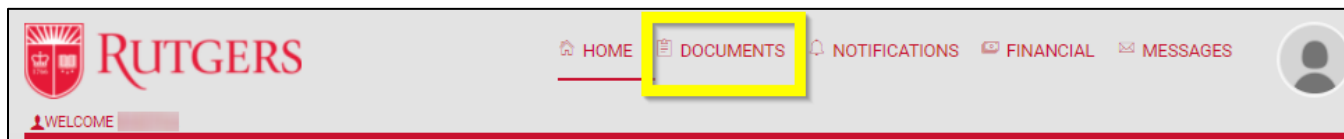
## Resubmitting Documents to the Financial Aid Portal

Once you submit a document, it will remain in a “received” state until a Financial Aid administrator reviews it. After they’ve reviewed it, they will give it an “acceptable” or an “unacceptable” state. If a document is given an “unacceptable” or “rejected” state, you will be able to resubmit the document and view comments on the document from the Financial Aid administrator who reviewed it.

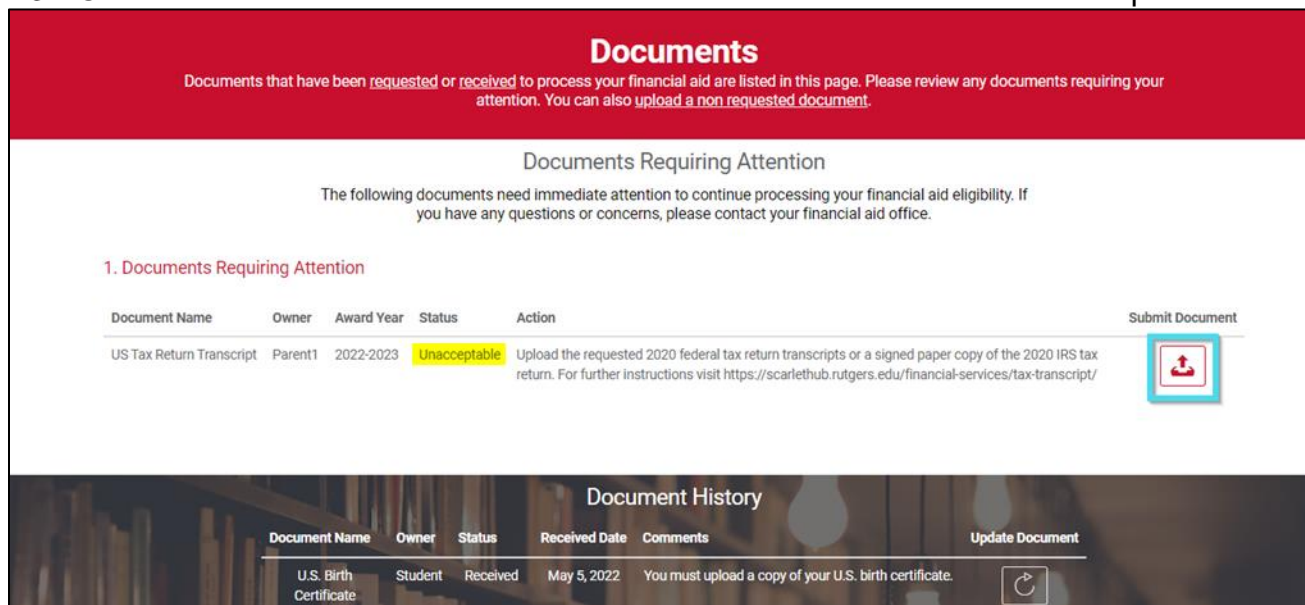
1. Log into your myRutgers account and open the financial aid portal by finding the *My Financial Aid* widget, clicking on the documents tab, and clicking on any of the requested documents.



2. Click on the *Documents* tab.



3. Click the “Submit Document” button next to the document labelled “unacceptable.”



4. The top of the page will show you the Financial Aid Advisor comments and the date the comment was left. These comments will tell you what to change in your document to make it acceptable by the reviewer.
  - a. If there are no comments, the document may not have been reviewed yet. Contact your region's One Stop to get assistance.

**Upload Documents**  
 Upload a Requested Document

Upload the requested 2020 federal tax return transcripts or a signed paper copy of the 2020 IRS tax return. For further instructions visit <https://scarlethub.rutgers.edu/financial-services/tax-transcript/>

Document Name	Owner(s)	Award Year	Status	File
US Tax Return Transcript	Parent1	2022-2023	Unacceptable	<div style="border: 1px solid #ccc; padding: 5px; text-align: center;">           REPLACE DOCUMENT FILE         </div> <div style="border: 1px solid #ccc; padding: 5px; text-align: center; margin-top: 5px;">           ADD ADDITIONAL PAGES         </div>

**Financial Aid Advisor Comments**

Document Comment(s)	Comment Date
All numbers were left blank. Please fill-in appropriate metadata information and resubmit the document.	5/12/22, 4:46 PM

5. If you need to replace the document, click "Replace Document File." If you need to add additional pages to your document submission, click "Add Additional Pages." Keep clicking "Add Additional Pages" to upload all pages necessary for your document submission. Remember: all files must be in a JPEG, PDF, or PNG file.

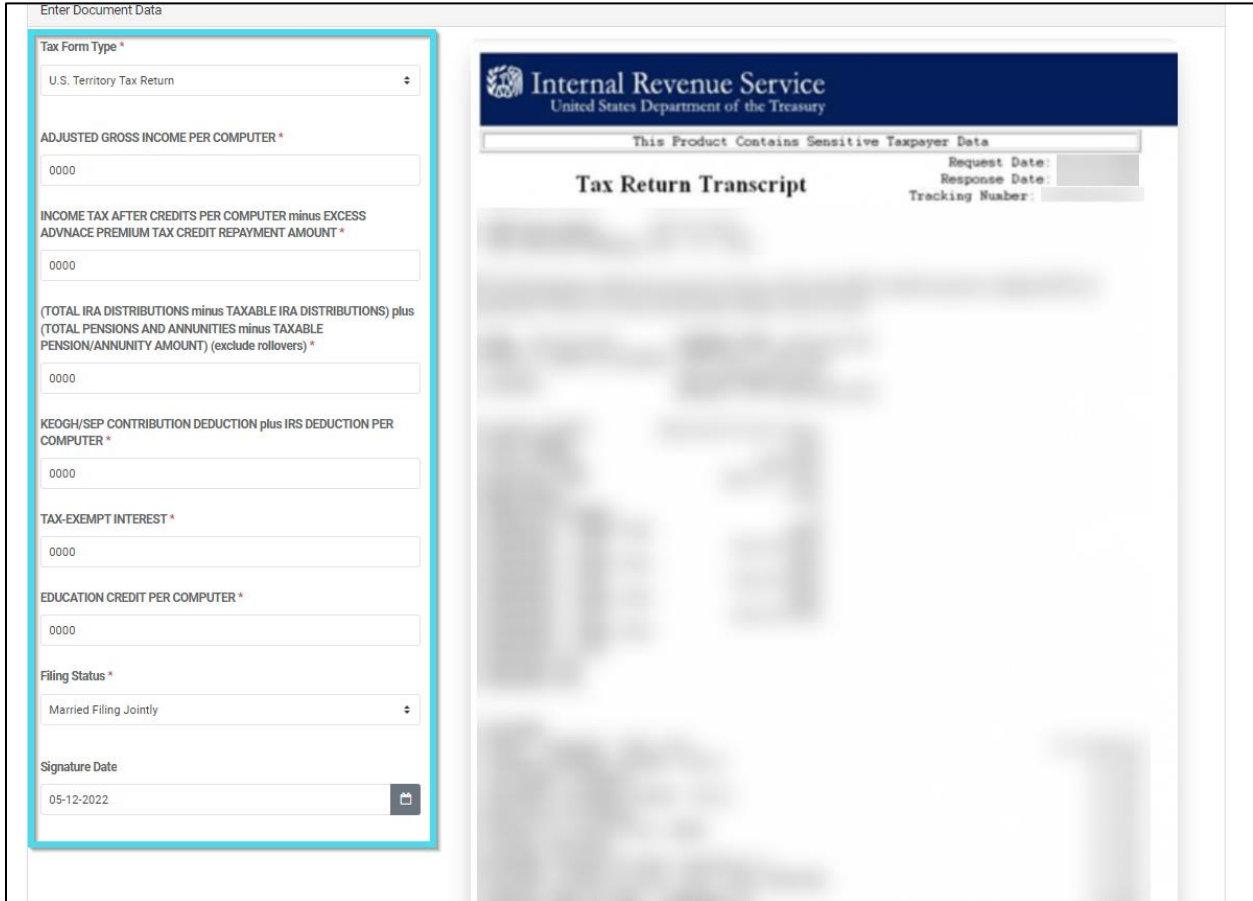
**Upload Documents**  
 Upload a Requested Document

Upload the requested 2020 federal tax return transcripts or a signed paper copy of the 2020 IRS tax return. For further instructions visit <https://scarlethub.rutgers.edu/financial-services/tax-transcript/>

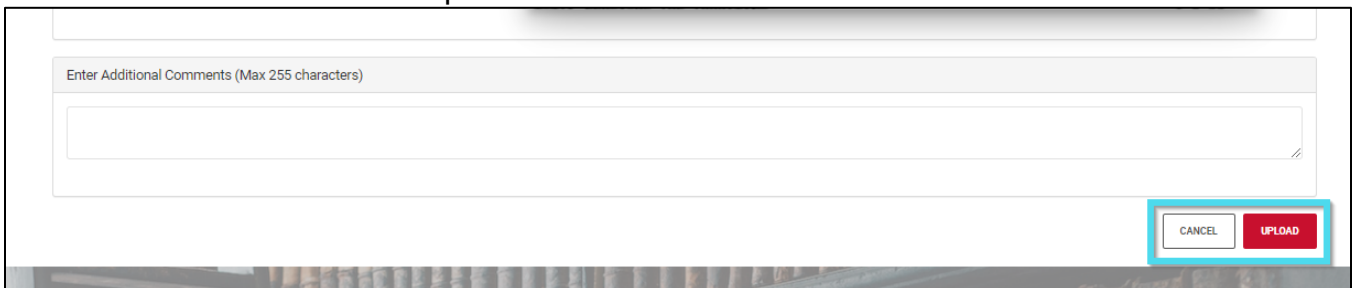
Document Name	Owner(s)	Award Year	Status	File
US Tax Return Transcript	Parent1	2022-2023	Unacceptable	<div style="border: 1px solid #ccc; padding: 5px; text-align: center;">           REPLACE DOCUMENT FILE         </div> <div style="border: 1px solid #ccc; padding: 5px; text-align: center; margin-top: 5px;">           ADD ADDITIONAL PAGES         </div>

Financial Aid Advisor Comments

- If you don't need to upload a replacement document, but need to adjust the metadata, scroll down the page and update the information in the boxes provided.



- Click "Continue" to complete the document resubmission process, or click "Cancel" to cancel the resubmission process and return to the *Documents Tab*.



- The resubmitted document may still appear in the *Documents Tab* under "Documents Requiring Attention," but your Financial Aid Administrator will receive the updated document in the admin portal. They will review the document again and update the status. If you need the document reviewed immediately, you can contact your region's One Stop to let them know you've resubmitted the document.