

## The Documents Tab

1. Once you have been granted Authorized User access by a student and created your Community ID, log in to your myGuest dashboard at <u>my.rutgers.edu</u> and click on the student card to launch the student dashboard.



- 2. Locate the financial aid widget labelled *My Financial Aid*. To view required documentation, click *Documents* (within the widget) and then click *Requested* next to any of the documents listed. This will take you directly to the financial aid portal.
  - a. Note: you will only be able to complete this step if the student granted you access to view their financial aid information





3. Click on the *Documents* tab.

	◆
<b>RUTGERS</b>	
	Required Financial Aid Actions
	Always close your web browser when you are done viewing your financial aid information, especially when using shared computers/kiosks. If you fail to close your browser, a subsequent user may inadvertently access your financial aid information.
	Do not bookmark URLs found in this portal. Using bookmarks will direct you to a page that is not compatible with NetiD login. Always log in to the myRutgers dashboard and use the My Financial Aid widget to access your financial aid information.
	BECOME FINANCIAL AID ELIGIBLE
	2 REVIEW/ACCEPT YOUR FINANCIAL AID AWARDS 3 RECEIVE YOUR FUNDS
	© 2022 Rutgers University All rights reserved Powered by Oracle

4. The documents tab will show you any documents needed to be reviewed, uploaded, or submitted.

	Docu	ments that ha	ve been <u>requ</u> e	<b>Documents</b> ested or received to process your financial aid are listed in this page. Please review any documents requiring your attention. You can also <u>upload a non requested document</u> .	
				Documents Requiring Attention	
		т		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 0			1		
1. One of the fol	lowing	documents	is required		
Document Name	Owner	Award Year S	Status Ac	ntion	Uploa
IRS Tax Return 1040	Student	2022-2023 F		our 2020 tax return is required to complete your financial aid verification process. Your Individual Income Tax Return is the annual come tax return filed by citizens or residents of the United States and must be include all signatures of the tax filers.	1
US Tax Return Transcript	Student	2022-2023 F	IR	our 2021 tax return is required to complete your financial aid verification process. A tax return transcript should be requested from the S, which shows most line items from your tax return (Form 1040) as it was originally filed, including any accompanying forms and	1
runscript			SC	hedules. It does not reflect any changes you, your representative, or the IRS made after the return was filed.	
2. One of the fol	llowing	documents		hedules. It does not reflect any changes you, your representative, or the IRS made after the return was filed.	
l			is required	hedules. It does not reflect any changes you, your representative, or the IRS made after the return was filed. Action	Upload
2. One of the fol	Owner		is required ar Status Requester	Action	Upload
2. One of the fol Document Name Certificate of	Owner Studen	Award Yea	is required ar Status Requester Requester	Action d Confirm your citizenship status by submitting a signed copy of your Certificate of Naturalization.	Upload



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

	Docum	nents that hav	re been <u>requ</u> e	Documents ested or received to process your financial aid are listed in this page. Please review any documents requiring your attention. You can also <u>upload a non requested document</u> .	
	_			Documents Requiring Attention	
		Th	e following d	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 follo	lowing dr	ocuments in	s required	No na du ten de la de la desenta de sente no esta num en de la dela de la dela de la dela de de desente de la	
Document Name O			and a second second	ction	Upload
IRS Tax Return S 1040	Student 20	1022-2023 Re		ur 2020 tax return is required to complete your financial aid verification process. Your Individual Income Tax Return is the annual come tax return field by citizens or residents of the United States and must be include all signatures of the tax filers.	2
US Tax Return S Transcript	Student 20	022-2023 Re	IRS	ur 2021 tax return is required to complete your financial aid verification process. A tax return transcript should be requested from the S, which shows most line items from your tax return (Form 1040) as it was originally filed, including any accompanying forms and hedules. It does not reflect any changes you, your representative, or the IRS made after the return was filed.	2
2. One of the follo	lowing dr	ocuments in	s required		
Document Name	Owner	Award Year	r Status	Action	Upload
Certificate of Naturalization	Student	Life-time Document	Requested	d Confirm your citizenship status by submitting a signed copy of your Certificate of Naturalization.	1
1. CONTRACTOR 2017 2017 (2017)				d You must provide a copy of your U.S. birth certificate.	
Birth Certificate	Student	Life-time Document	Requester	a rou musi provue a copy or your olo, unancerancare.	2

6. Pay close attention to the **Owner** column which will indicate whether the information requested is yours (the parent/guardian) or the student's.

Docume	nts that have	e been <u>requ</u> i		<u>ived</u> to process your financial aid are listed in this page. Please review any documents requiring your Itention. You can also <u>upload a non requested document</u> .	
				Documents Requiring Attention	
		The followin		s need immediate attention to continue processing your financial aid eligibility. If any questions or concerns, please contact your financial aid office.	
1. Documents Requiring A	ttention				
Document Name	Owner	Award Year	Status	Action	Submit Document
Parent Marital Status Letter	Parent1	022-2023	Requested	There is a conflict between your tax filing status and your marital status. Please explain your current marital status and your filing status.	1
Foreign Tax Transcript	Parent1	:022-2023	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. Guarn, American Sama, the U.S. Vigni Ialanda, Swalina Island or the Northern Marianas Ialanda) 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 todays date. To view the daily exchange rates, go to federalizeence <i>qovireleasea Hollocurrent</i>	4
Verification Worksheet Depender	Student	:022-2023	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 your proof on your Free Application for Federal Student Aid (FAFSA) to this worksheet, and request additional information if necessary.	<u></u>
Divorce Decree	Parent1	life-time locument	Requested	You must provide a copy of your divorce decree	2



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



<u>Documents to Upload</u>: 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.

<u>Documents to Submit</u>: 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 tax documents, click the Upload button next to the document name to upload a JPEG, PNG, or PDF copy of your 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							
If you have any questions or concerns, please contact your financial aid office.		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.					
Document Name Owner Award Year Status Action	of the following documents	e following documents is required					
Certificate of Student Life time Requested Confirm your citizenship status by submitting a signed copy of your Certificate of Naturalization. Naturalization			2				
Birth Certificate Student Life-time Requested You must provide a copy of your U.S. birth certificate. Document			1				
Passport Student Life-time 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 indentity and entiting due not indentifying the most indentifying the holder's indentity and entiting in the size and due to the indentity of the holder's indentity and entiting them to travel under its protection to and from foreign countries and should contain the holder's indentity and entiting the holder's indentity and entity and an entiting the holder's indentity and entity and an entiting the holder's indentity and entity and an entity indentity and an entiting the holder's indentity and entity and an entity and an entity and the holder's indentity and an entity and an							

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

			Up	Dad Documents			
Your United States passport is re	quired to complete your financial ai birth, an issuing agency and an exp	d verification process. A passport is	an official document issued by a	government, certifying the holder's identity and citizens	ship and entitling them to tra	vel under its protection to and fr	rom foreign countries and should contain the
Document Name	Owner(s)	Award Year			Status	File	
Passport	Student	Life-time Document			Requested		CHOOSE A FILE
Financial Aid Process Informat	ion						
Student Aid Report Comment Student Aid Report Description Status		Birth Certificate). If the doc eligible noncitizen, you or y	cuments support your status as a to our school must submit a correcti	re a U.S. citizen. Please provide your financial aid offici U.S. citizen, the financial aid office at your school will no into item 14 to indicate that you are an eigible noncit Department of Homeland Security about your eligible n	make a copy of your docume tizen and also provide your A	ntation and can continue to pro-	cess your federal student aid. If you are an
			1000	for a province of the			
			Up	load Documents			
	n United States perspect to required to correct the required to correct the second data of Serth, we make an annual second. States	Oener(s) Award Year		Lipical a linguenter Document a givenment, century the holder's identity and ottained and ere	etting twee to travel under its perto Takes Pile		
in the second	nament Name napoti	Owner(s) Award Year Distorr Recents		Lybrind a linguantic Document of gloverneum, carefying the holder's shortey and citizenvalue and en- chouses Files to Lybraud		etion to and flow flowing economics and	
	warnert Name mann? Taancial Aid Phanasa Information	Overantity) Averantity Verantity Elistent Descention O Records A Application	paragoon to an official document leasests	Lybrind a linguantic Document of gloverneum, carefying the holder's shortey and citizenvalue and en- chouses Files to Lybraud	tata Pie		
	nament Name napoti	Owner(s) Award Year Distorr Recents	perspert is an official document leavesting $\langle \cdot   \cdot \rangle$ . The $\cdot$	Lybrind a linguantic Document of gloverneum, carefying the holder's shortey and citizenvalue and en- chouses Files to Lybraud	Netes Per	17 SHOOL A FILE	of Manufactures or
	warnert Nerve majori svenciaf Adl Prozens Inferrution talien Kal Report Comment Code	Orener(h) Award You Shareer Percentes © Recents Application © Deathing © Deathing Counting	perspect is an official deconvection of the set $f_{0}$ $C = \sum_{i=1}^{n} ( \prod_{i=1}^{n} \mathbf{v}_{i} ) = \sum_{i=1}^{n} ( \prod_{i=1}^{n} ( \prod_{i=1}^{n} \mathbf{v}_{i} ) = \sum_{i=1}^{n} ( \prod_{i=1}^{n} ( \prod_{i=1}^{n} \mathbf{v}_{i} ) = \sum_{i=1$	Lybrind a linguantic Document of gloverneum, carefying the holder's shortey and citizenvalue and en- chouses Files to Lybraud	Serviti di	17 EHOOSE & FRE	of Natura data salawa sa
	warnert Nerre Insport Insercial Add Prozens Information Instance But Regard Communic Code	Ownerst) Avent Your Stater Stater Proving Proving Operating O	perspect is an official deconvection of the set $f_{0}$ $C = \sum_{i=1}^{n} ( \prod_{i=1}^{n} \mathbf{v}_{i} ) = \sum_{i=1}^{n} ( \prod_{i=1}^{n} ( \prod_{i=1}^{n} \mathbf{v}_{i} ) = \sum_{i=1}^{n} ( \prod_{i=1}^{n} ( \prod_{i=1}^{n} \mathbf{v}_{i} ) = \sum_{i=1$	Lybrind a linguantic Document of gloverneum, carefying the holder's shortey and citizenvalue and en- chouses Files to Lybraud	Serviti di	17 EHOODE & FREE	of Natura data salawa sa
	watteet Mene majori Iteratia And Process Information Inform And Report Comment Code Lander And Report Comment	Several Avent Yee There Provides Avent of the Several	perspect is an official deconvection of the set $f_{0}$ $C = \sum_{i=1}^{n} ( \prod_{i=1}^{n} \mathbf{v}_{i} ) = \sum_{i=1}^{n} ( \prod_{i=1}^{n} ( \prod_{i=1}^{n} \mathbf{v}_{i} ) = \sum_{i=1}^{n} ( \prod_{i=1}^{n} ( \prod_{i=1}^{n} \mathbf{v}_{i} ) = \sum_{i=1$	Lybrind a linguantic Document of gloverneum, carefying the holder's shortey and citizenvalue and en- chouses Files to Lybraud	Serviti di	17 EHOODE & FREE	of Natura data salawa sa
	namen Kene Insert (S. A.D. Processo Reference) Insert All Report Contractor Colle Insert All Report Contractor Colle Insert Colleges (Colleges) Inter Concernent Colle	Ownerst) Avent Your Stater Stater Proving Proving Operating O	perspect is an official deconvection of the set $f_{0}$ $C = \sum_{i=1}^{n} ( \prod_{i=1}^{n} \mathbf{v}_{i} ) = \sum_{i=1}^{n} ( \prod_{i=1}^{n} ( \prod_{i=1}^{n} \mathbf{v}_{i} ) = \sum_{i=1}^{n} ( \prod_{i=1}^{n} ( \prod_{i=1}^{n} \mathbf{v}_{i} ) = \sum_{i=1$	Lybrind a linguantic Document of gloverneum, carefying the holder's shortey and citizenality and er Churste Films to Lybraud	Serviti di	17 EHOODE & FREE	of Natura data salawa sa
	nament filmme mentel Renetal Ald Processo Information mentel Ald Report Speciment Code name Ald Report Speciments	Councy) Acad Year Theorem Theorem Application Application Application Council of the Application Counc	perspect is an official deconvection of the set $f_{0}$ $C = \sum_{i=1}^{n} ( \prod_{i=1}^{n} \mathbf{v}_{i} ) = \sum_{i=1}^{n} ( \prod_{i=1}^{n} ( \prod_{i=1}^{n} \mathbf{v}_{i} ) = \sum_{i=1}^{n} ( \prod_{i=1}^{n} ( \prod_{i=1}^{n} \mathbf{v}_{i} ) = \sum_{i=1$	Lybrind a linguantic Document of gloverneum, carefying the holder's shortey and citizenality and er Churste Films to Lybraud	Serviti di	17 EHOODE & FREE	of Natura data salawa sa
	namen Kene Insert (S. A.D. Processo Reference) Insert All Report Contractor Colle Insert All Report Contractor Colle Insert Colleges (Colleges) Inter Concernent Colle	Severy) Severy Theorem Constant Severy Sever	perspect is an official deconvection of the set $f_{0}$ $C = \sum_{i=1}^{n} ( \prod_{i=1}^{n} \mathbf{v}_{i} ) = \sum_{i=1}^{n} ( \prod_{i=1}^{n} ( \prod_{i=1}^{n} \mathbf{v}_{i} ) = \sum_{i=1}^{n} ( \prod_{i=1}^{n} ( \prod_{i=1}^{n} \mathbf{v}_{i} ) = \sum_{i=1$	Lybrind a linguantic Document of gloverneum, carefying the holder's shortey and citizenality and er Churste Films to Lybraud	Serviti di	17 EHOODE & FREE	of Natura data salawa sa
	namen Kene Insert (S. A.D. Processo Reference) Insert All Report Contractor Colle Insert All Report Contractor Colle Insert Colleges (Colleges) Inter Concernent Colle	Descript)  Description  Descrip	perspect is an official deconvection of the set $f_{0}$ $C = \sum_{i=1}^{n} ( \prod_{i=1}^{n} \mathbf{v}_{i} ) = \sum_{i=1}^{n} ( \prod_{i=1}^{n} ( \prod_{i=1}^{n} \mathbf{v}_{i} ) = \sum_{i=1}^{n} ( \prod_{i=1}^{n} ( \prod_{i=1}^{n} \mathbf{v}_{i} ) = \sum_{i=1$	Lybrind a linguantic Document of gloverneum, carefying the holder's shortey and citizenality and er Churste Films to Lybraud	Serviti di	17 EHOODE & FREE	of Natura data salawa sa
	aasart Room Ingert Suidel Ad Process Information Label Ad Process Information Label Ad Discourse Data Boltones *	Description Territory Constraints Constrai	perspect is an official deconvection of the set $f_{0}$ $C = \sum_{i=1}^{n} ( \prod_{i=1}^{n} \mathbf{v}_{i} ) = \sum_{i=1}^{n} ( \prod_{i=1}^{n} ( \prod_{i=1}^{n} \mathbf{v}_{i} ) = \sum_{i=1}^{n} ( \prod_{i=1}^{n} ( \prod_{i=1}^{n} \mathbf{v}_{i} ) = \sum_{i=1$	Lybrind a linguantic Document of gloverneum, carefying the holder's shortey and citizenality and er Churste Films to Lybraud	Serviti di	17 EHOODE & FREE	of Natura data salawa sa
	aasart Room Ingert Suidel Ad Process Information Label Ad Process Information Label Ad Discourse Data Boltones *	Search Carlot Ca	perspect is an official deconvection of the set $f_{0}$ $C = \sum_{i=1}^{n} ( \prod_{i=1}^{n} \mathbf{v}_{i} ) = \sum_{i=1}^{n} ( \prod_{i=1}^{n} ( \prod_{i=1}^{n} \mathbf{v}_{i} ) = \sum_{i=1}^{n} ( \prod_{i=1}^{n} ( \prod_{i=1}^{n} \mathbf{v}_{i} ) = \sum_{i=1$	Agent A Pageaner houses agenerative the holder's teaching and an Outer Their Signal	Serviti di	17 EHOODE & FREE	of Natura data salawa sa
	execution from the second seco	Several Control Contro	perspect is an official deconvection of the set $f_{0}$ $C = \sum_{i=1}^{n} ( \prod_{i=1}^{n} \mathbf{v}_{i} ) = \sum_{i=1}^{n} ( \prod_{i=1}^{n} ( \prod_{i=1}^{n} \mathbf{v}_{i} ) = \sum_{i=1}^{n} ( \prod_{i=1}^{n} ( \prod_{i=1}^{n} \mathbf{v}_{i} ) = \sum_{i=1$	expected expected backets approximation (a biologic backet) and an Descent find to plant Constraints of the second of the sec		17 EHOODE & FREE	of Natura data salawa sa
	execution from the second seco	Anney Constant Terminal Function A application Constant A application Constant C	perspect is an official deconvection of the set $f_{0}$ $C = \sum_{i=1}^{n} ( \prod_{i=1}^{n} \mathbf{v}_{i} ) = \sum_{i=1}^{n} ( \prod_{i=1}^{n} ( \prod_{i=1}^{n} \mathbf{v}_{i} ) = \sum_{i=1}^{n} ( \prod_{i=1}^{n} ( \prod_{i=1}^{n} \mathbf{v}_{i} ) = \sum_{i=1$	Agent A Pageaner houses agenerative the holder's teaching and an Outer Their Signal	Serviti di	17 EHOODE & FREE	of Natura data salawa sa
	ananthe interference of the state of the sta	Security Control Contr	perspect is an official deconvection of the set $f_{0}$ $C = \sum_{i=1}^{n} ( \prod_{i=1}^{n} \mathbf{v}_{i} ) = \sum_{i=1}^{n} ( \prod_{i=1}^{n} ( \prod_{i=1}^{n} \mathbf{v}_{i} ) = \sum_{i=1}^{n} ( \prod_{i=1}^{n} ( \prod_{i=1}^{n} \mathbf{v}_{i} ) = \sum_{i=1$	expendence landing the holder's factor and a discussion of a d	Date Tay	17 EHOODE & FREE	of Natura data salawa sa
	ananch Mai Angert Anach All Phart Sharminghon Shart Shart Sharminghon Mark Sharminghon And Sharminghon And Sharminghon And Sharminghon Shart Sharminghon Shart Sharminghon Shart Sharminghon Shart Sharminghon Shart Sharminghon Shart Sharminghon Shart Shart Sharminghon Shart Shart Shart Shart Shart Shart Shart Shart Shart Shart	Anney Constant Terminal Function A application Constant A application Constant C	perspect is an official deconvection of the set $f_{0}$ $C = \sum_{i=1}^{n} ( \prod_{i=1}^{n} \mathbf{v}_{i} ) = \sum_{i=1}^{n} ( \prod_{i=1}^{n} ( \prod_{i=1}^{n} \mathbf{v}_{i} ) = \sum_{i=1}^{n} ( \prod_{i=1}^{n} ( \prod_{i=1}^{n} \mathbf{v}_{i} ) = \sum_{i=1$	Stand Payment Stands agenerating the facture is used to use at stands to the facture at at an at a stand to the facture at at an at a stand to the facture at a stand tot th	Index Par Stands	17 EHOODE & FREE	of Natura data salawa sa



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

First Name *			0	3
Last Name *			F BEARER / SIGNATORE DU TITULAIRE / FIRMA DEL TI	A LAND
Date of Birth * MM-DD-YYYY		PASSEPORT PASAPORTE	Type / Ty	/Nd.dii Passeport / No. de Pasaporte
Gender *		BRUS A VAL	Surname / Nom / Apellidos	THE STORE
Select One	•		Given Names / Prénoms / Nombres	
Expiration Date * MM-DD-YYYY Issuing Agency * Select One			Nationality / Nationalité / Nasionalitéd UNITED STATES OF AMERICA Date of birth / Date de naissame / Fectu de naormiento Plage of birth / Lieu de naissame / Lugar de naormiento	Sex/Sexe/Sexo
ID number *			Date of issue / Date de délivrance / Fécha de expedición Date of expiration / Date d'expiration / Fecha de caducidad	Authority / Autorité / Autoridad United States Department of State
			Endorsements / Mentions Spéciales / Anotaciones SEE PAGE 27	USA

4. Click the Upload button.

<i>u</i>
REMOVE
E C

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

Gender * Fernate Expiration Date *		Given Names / Prénoms / Nombres	
10-31-2026 Issuing Agency *	🕹 Document Upload		
New Jersey			Séx / Sexe / Sexo F Authority / Autorité / Autoridad
ID number * 123456789	Your document has	been sent!	United States
			TICA
		0	
inter Additional Comments (Max 255 characters)			
			REMOVE



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





## 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. You may also be asked to upload supporting documents.

			ocuments that	it have been <u>req</u> re	Documents ended or received to process your financial aid are listed in this page. Please review any documents quing your attention. You can all our guided a non respected document.	
					Documents Requiring Attention	
				eligibility.	ng documents need immediate attention to continue processing your financial aid If you have any questions or concerns, please contact your financial aid office.	
1. Documents R	equiring	Attention				
Document Name		Owner	Award Ye	ar Status	Action Submit	t Document
Verification Works	heet Depe	ndent Studer	nt 2022-202	3 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 your reported on your Free Application for Federal Student Aid (FAFSA) to this worksheet, and request additional information if meessary.	۵
Non-filing Stateme			nt 2022-202	3 Requested	Your one filing statement is required to complete your financial aid setficiation process. A Verification of Noor filing (NNV) should be requested from the IRS stating hat you have not filed an IRS income tax return for the requested as a statement of the requested statement certifying your attempt to use a statement certifying your attempt to you are a dependent student, you can provide a statement certifying your non filing status, and are not required to request 4VF from the IRS or relevant tax statement certifying your non filing status, and are not required to request 4VF from the IRS or relevant tax statement.	4
2. One of the fol		Award Year		Action		Upload
US Tax Return Transcript			Requested	Your 2021 tax n shows most lin	etum is required to complete your financial aid verification process. A tax return transcript should be requested from the IRS, which e items from your tax return (Form 1040) as it was originally filed, including any accompanying forms and schedules. It does not ges you, your representative, or the IRS made after the return was filed.	-
IRS Tax Return	Darent1	2022-2023	Requested	Your 2020 tax n	etum is required to complete your financial aid verification process. Your Individual Income Tax Return is the annual income tax	1

- You will be asked for your electronic signature and electronic consent. You will need to read the consent message and select *I Accept*. To e-sign the document, input the student's information (student ID, last name) your last name, the last four digits of your social security number and your date of birth (assuming you are the parent whose information is on the student's FAFSA).
  - a. *Please Note:* If your parent does not have a social security number, click the *No SSN* button to override it.
  - b. Once all information has been entered, the *Sign and Finish* button will unghost and you can submit the document.

ectronic Signature Consent	
juivalent of your manual/handwritten signature or ereafter referred to as your "E-Signature") is as val ertification authority or other third party verificatio ertification or third party verification will not in any tween you and the Rutgers Office of Financial Aic	his document electronically. You agree your electronic signature is the legal this document, You further agree that your signature on this document lid as if you had signed the document in writing. You also agree that no n is necessary to validate your E-Signature, and that the lack of such way affect the enforceability of your E-Signature or any resulting agreement d. You are also confirming that you are the student authorized to provide the suments, you agree to all the terms and conditions of such documents as they
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" but equivalent of your manual/har	🕹 Document Upload	ctronic signature is the legal gnature on this document
(hereafter referred to as your " certification authority or other	Your document has been sent!	). You also agree that no I that the lack of such
certification or third party verif between you and the Rutgers ( data in this document. By elec		re or any resulting agreement ent authorized to provide the ons of such documents as they
exist on the date of your E-Sigr		
IACCEPT		
	*	*
	*	*
	*	*
		SIGN AND FINISH

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

	Docum	nents that ha	ave been <u>re</u>	Documents austed or received to process your financial aid are listed in this page. Please review any documents requiring your attention. You can also uplead a non requested document.	
				Documents Requiring Attention	
		1	The followin	ig 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 f	ollowing dr	locuments	is require	d	
Document Name	Owner A	Award Year	Status	Action	Upload
IRS Tax Return 1040	Student 2	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 be include all signatures of the tax filers.	2
US Tax Return Transcript	Student 2	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 IBK which shows most line items from your tax return (Yorm 1040) as it was originally fields, including any accompanying forms and schedules. It does not reflect any changes you, your representative, or the IBK mode after the return was field.	2
			1-1	Document History	
	Docur	ment Name	Owner	Status Received Date Comments Update Document	
	We	enfication forksheet ependent	Student	Acceptable Mar 2:2022 Your verification worksheet in regured to complete your financial aid hais been extended for wrification, for financial aid hais been extended for wrification. Verification is process madationed by the U.S. Department of Education that reguies this school to compare the information your expended on your Free	