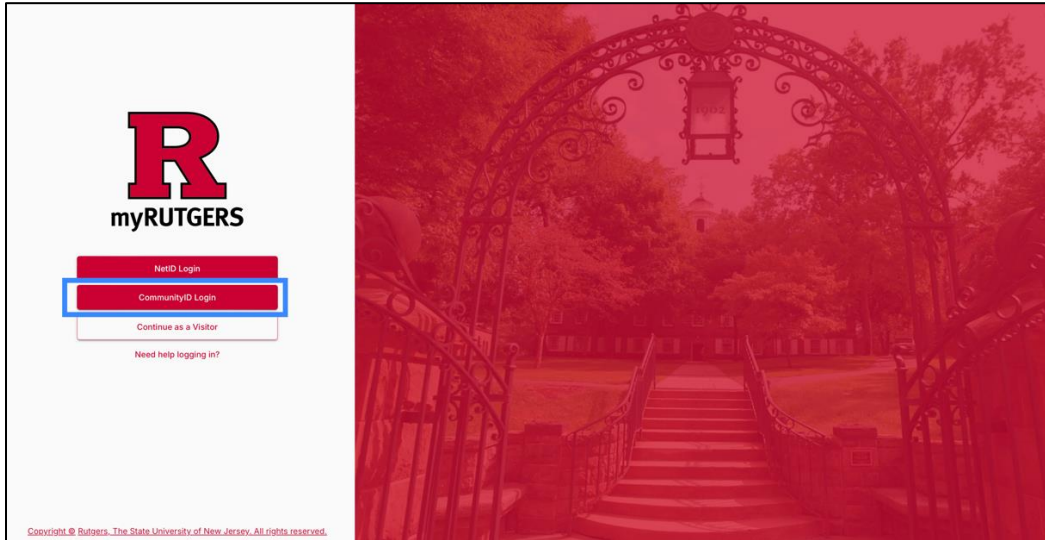
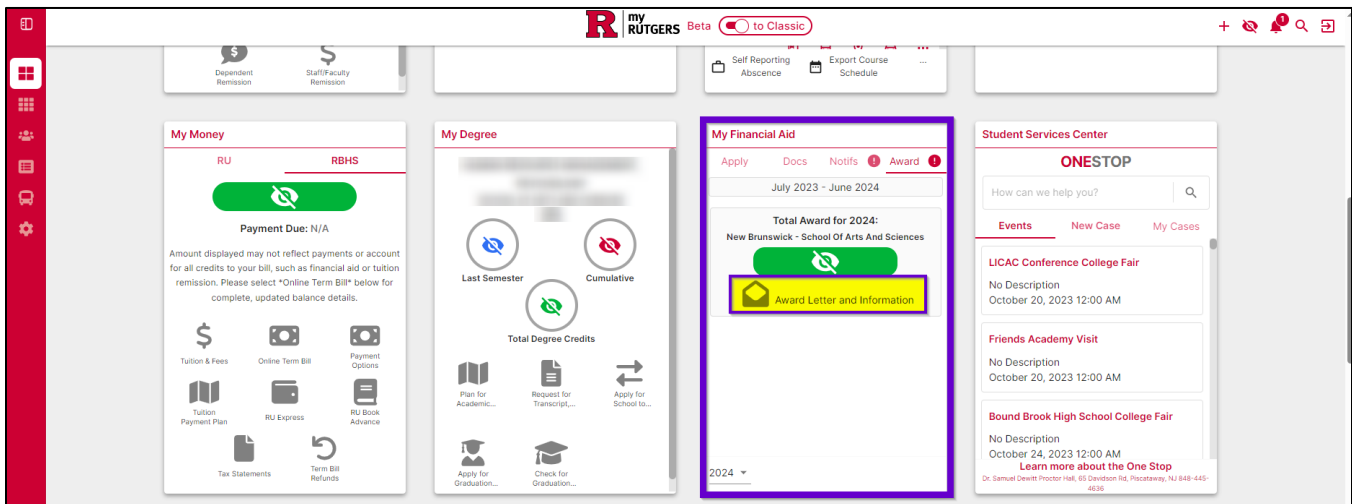


The Documents Tab

1. Once you have been granted Authorized User access by a student and created your Community ID, log in to your myGuest dashboard at my.rutgers.edu 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.



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

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.

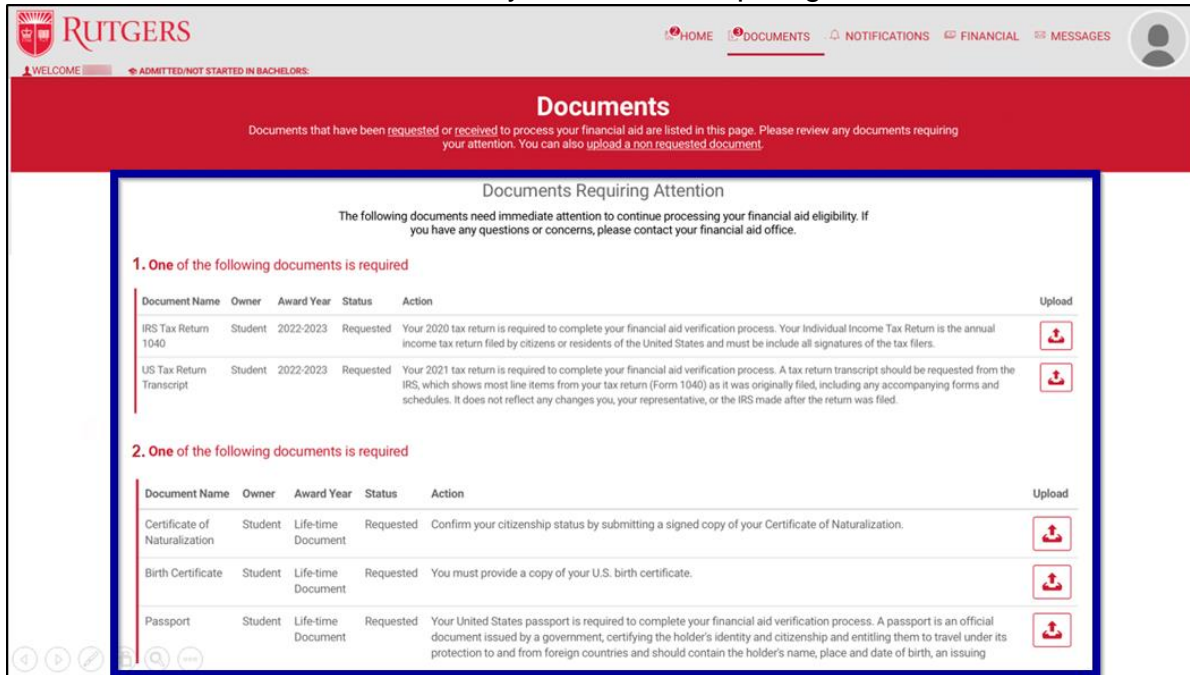
1. One of the following documents is required

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.	

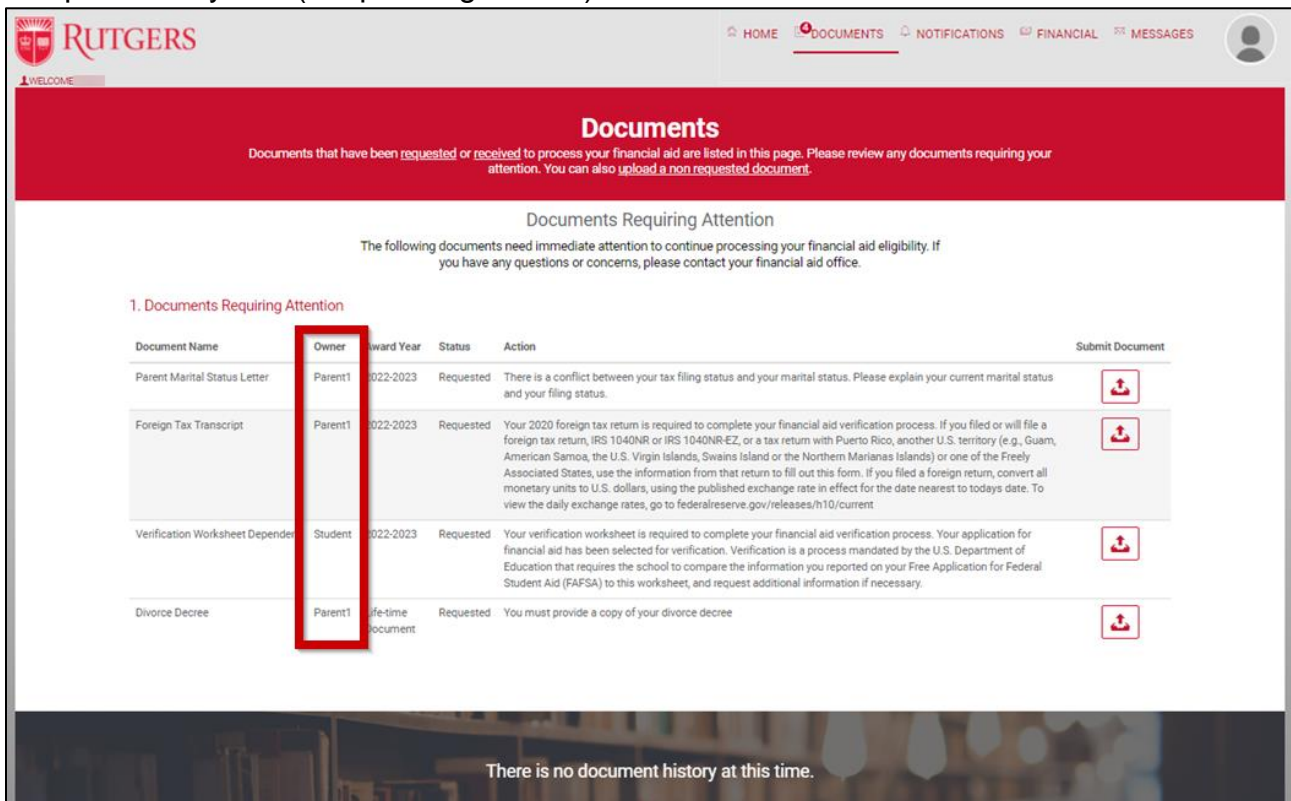
2. One of the following documents is required

Document Name	Owner	Award Year	Status	Action	Upload
Certificate of Naturalization Document	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. The center of the screen will show any documents requiring attention.



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



7. 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 https://scarlethub.rutgers.edu/financial-services/tax-transcript/	
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 tax documents, click the **Upload** button next to the document name to upload a JPEG, PNG, or PDF copy of your 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.

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 agency and an expiration date.	

There is no document history at this time.

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

Upload Documents
Upload a Requested Document

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.

Document Name	Owner(s)	Award Year	Status	File
Passport	Student	Lifetime Document	Requested	<input type="text" value="CHOOSE A FILE"/>

Financial Aid Process Information

Student Aid Report Comment Code: 146
 Student Aid Report Description: The Social Security Administration did not confirm that you are a U.S. citizen. Please provide your financial aid office with documentation of your U.S. citizenship (such as your U.S. Passport, Certificate of Naturalization or Birth Certificate). If the documents support your status as a U.S. citizen, the financial aid office at your school will make a copy of your documentation and can continue to process your federal student aid. If you are an eligible noncitizen, you or your school must submit a correction to item 14 to indicate that you are an eligible noncitizen and also provide your Alien Registration Number in item 15. You and your school will receive a new SAR/OSR within three processing days with results from the Department of Homeland Security about your eligible noncitizen status.

Status: Processing

Upload Documents
Upload a Requested Document

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.

Financial Aid Process Information

Student Aid Report Comment Code: 146
 Student Aid Report Description: The Social Security Administration did not confirm that you are a U.S. citizen. Please provide your financial aid office with documentation of your U.S. citizenship (such as your U.S. Passport, Certificate of Naturalization or Birth Certificate). If the documents support your status as a U.S. citizen, the financial aid office at your school will make a copy of your documentation and can continue to process your federal student aid. If you are an eligible noncitizen, you or your school must submit a correction to item 14 to indicate that you are an eligible noncitizen and also provide your Alien Registration Number in item 15. You and your school will receive a new SAR/OSR within three processing days with results from the Department of Homeland Security about your eligible noncitizen status.

Status: Processing

File Selection Dialog:
 Desktop - Cloud
 Desktop
 Downloads
 Cloud Dr...
 Documents
 Desktop
 Shared

Files:
 Blue
 Work
 Orange
 Red
 Gray
 Important
 Purple
 All Tags...

Items:
 Music
 Photos

Passport.pdf
 PDF Document - 1.0 MB
 Information
 Downloaded
 Today, 3:10 PM
 Today, 3:10 PM

Cancel Upload

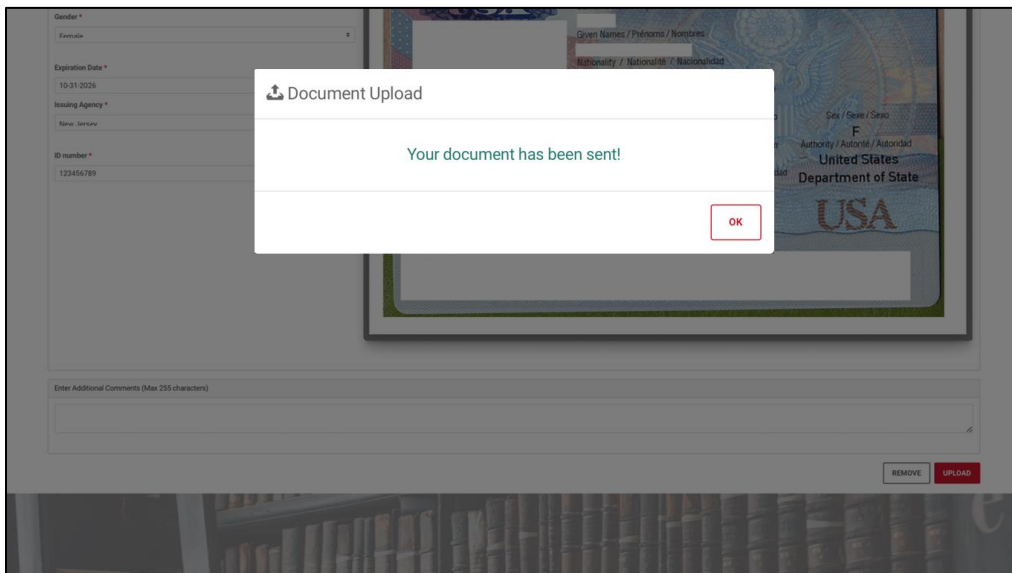
- After uploading the document, enter the document data, such as your name, date of birth, gender, expiration date, issuing agency, and ID number.

The screenshot shows a web interface for document upload. On the left, there is a form titled "Enter Document Data" with the following fields: First Name, Last Name, Date of Birth (MM-DD-YYYY), Gender (dropdown), Expiration Date (MM-DD-YYYY), Issuing Agency (dropdown), and ID number. A yellow box highlights the first five fields. On the right, there is a preview of a United States of America passport. The passport details visible include: Type (P), Code (USA), Surname (redacted), Given Names (redacted), Nationality (UNITED STATES OF AMERICA), Date of birth (redacted), Place of birth (redacted), Sex (F), Date of issue (redacted), Date of expiration (redacted), and Authority (United States Department of State). The status at the top indicates "SAUSIR within three processing days with results from the Department of Homeland Security about your eligible noncitizen status." and "Processing".

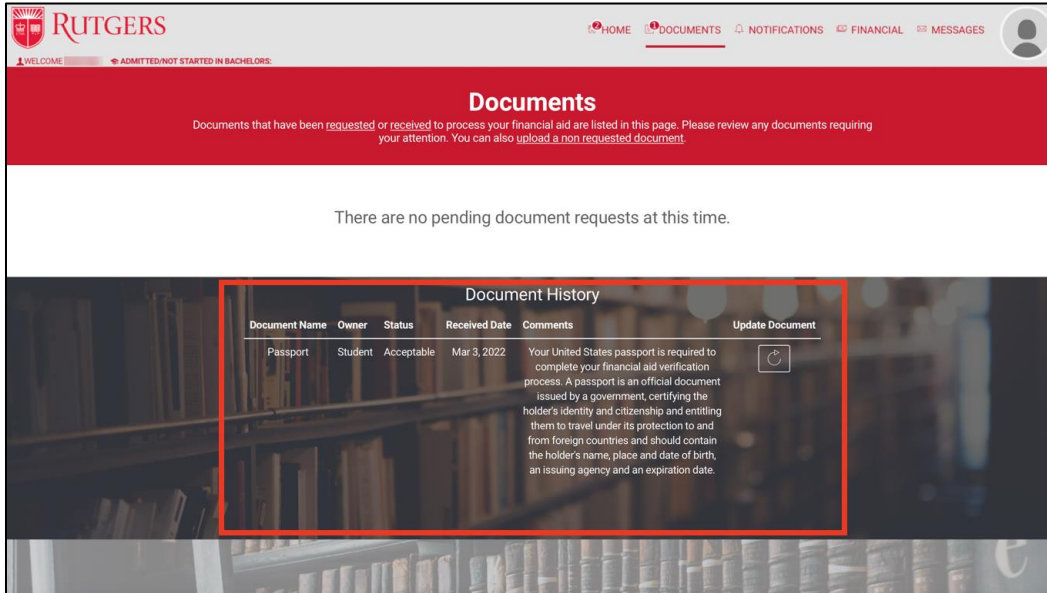
- Click the *Upload* button.



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



- 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.

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
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. Submit Document
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. Upload

2. One of the following documents is required

Document Name	Owner	Award Year	Status	Action
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. Upload
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. Upload

2. 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.

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.

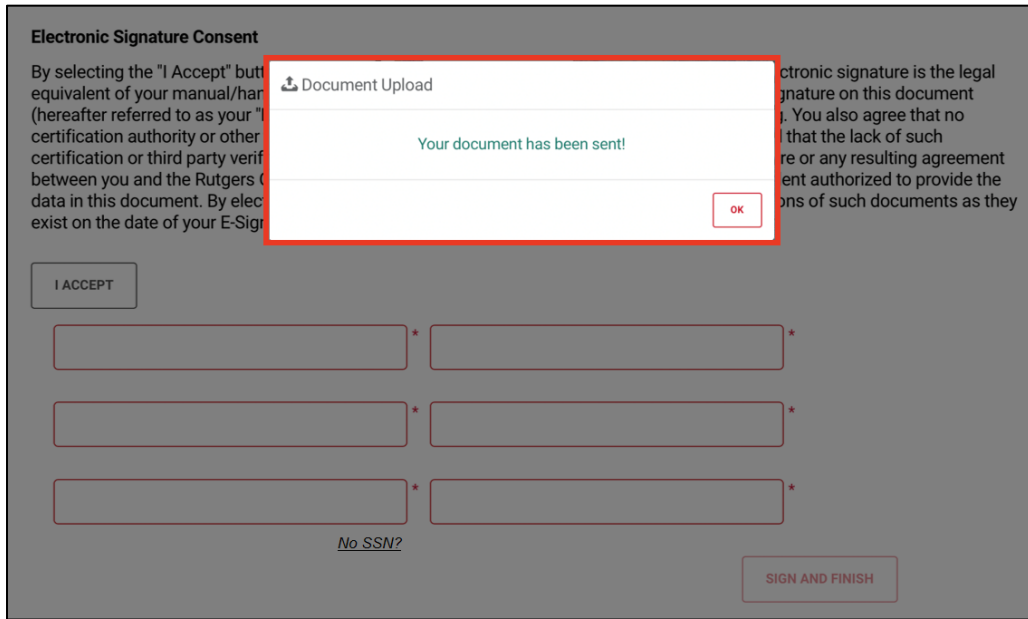
Enter Student ID * Enter Student Last Name *

Enter Student ID * Enter Parent Last Name *

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

[No SSN?](#)

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



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

