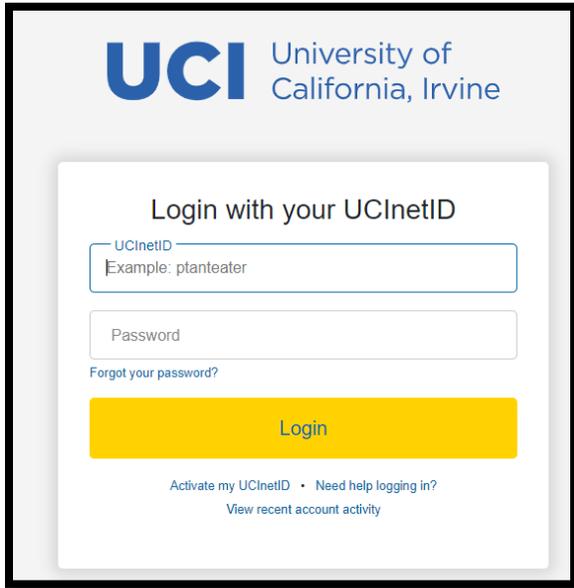


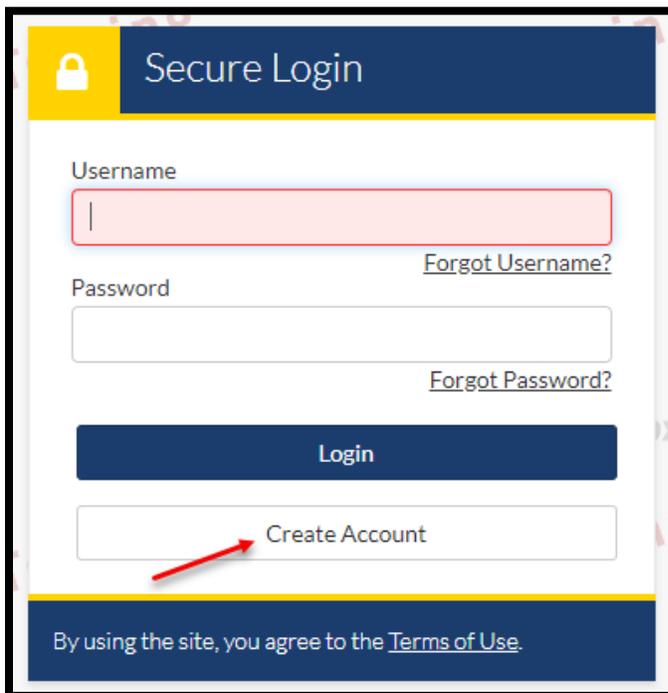
1. To upload your financial aid documents or request for a SAP appeal, please visit: uci.studentforms.com

2. Login with your UCInetID and Password

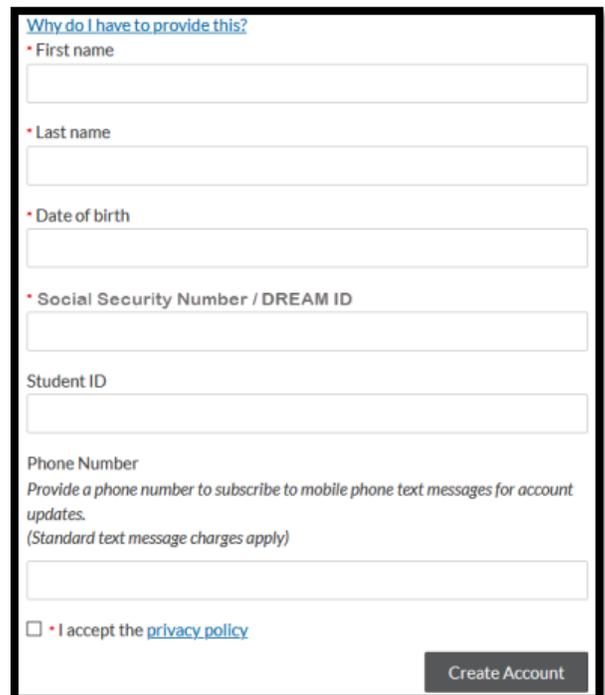


The image shows the UCI login page. At the top left is the UCI logo and the text "University of California, Irvine". Below this is a white box with the heading "Login with your UCInetID". Inside the box, there are two input fields: "UCInetID" with the example "ptanteater" and "Password". Below the password field is a link "Forgot your password?". A yellow "Login" button is centered below the fields. At the bottom of the box are links: "Activate my UCInetID", "Need help logging in?", and "View recent account activity".

3. Once you login with your UCInetID, you will be required to create an account if the following screen appears below. It is important that when you create your account, you enter your name, date of birth and social security number (For Dreamers, enter your Dream Act ID #) exactly how it appears on the FAFSA/CADAA. If you have already created an account in the past, this step will automatically be skipped and you will be directed to step 4 below.

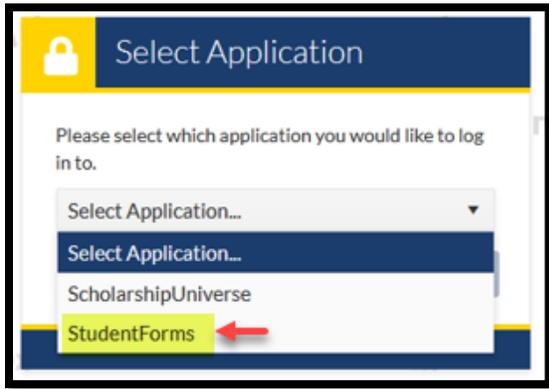


The image shows the "Secure Login" page. It has a blue header with a lock icon and the text "Secure Login". Below the header are two input fields: "Username" and "Password". There are links "Forgot Username?" and "Forgot Password?" next to their respective fields. A blue "Login" button is below the password field. Below the login button is a "Create Account" button, which is highlighted with a red arrow. At the bottom of the page is a blue bar with the text "By using the site, you agree to the [Terms of Use](#)."

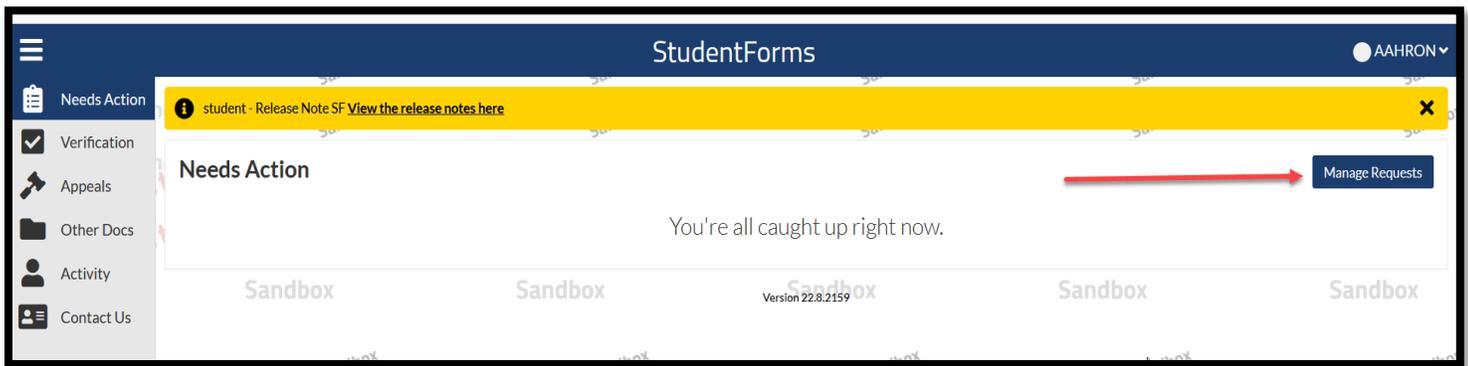


The image shows the account creation page. It has a blue header with the text "Why do I have to provide this?". Below the header are several input fields: "First name", "Last name", "Date of birth", "Social Security Number / DREAM ID", "Student ID", and "Phone Number". Below the phone number field is a checkbox with the text "I accept the [privacy policy](#)". A "Create Account" button is at the bottom right of the page.

4. Select "StudentForms" from the drop-down menu



- Once you are successfully logged in, select “Manage Request” in the top right corner to request for a SAP appeal or choose a document that you want to upload from the pop-up list.



- Select the “Plus sign” next to the appropriate appeal/document depending on what you are requesting/uploading. Make sure you are selecting the appropriate year for your request.

Request Type	2022-2023	2021-2022
SAP Appeal	+	+
Emergency Fund Application	+	+
Cost of Attendance Adjustment	+	+
Alternative Loan Certification Request - UCI	+	+
Cal Grant Form - UCI	+	+
CalVet College Fee Waiver - UCI	+	+
Consent for Release of Financial Aid Information - UCI	+	+
EAP PLUS Disbursement Authorization Form - UCI	+	+
Financial Aid Document 1 - UCI	+	+
Financial Aid Document 2 - UCI	+	+
Financial Aid Miscellaneous Document - UCI	+	+
Housing Lease Agreement - UCI	+	+
Loan Cancellation Request Form - UCI	+	+
PLUS Ineligible - Request For Unsubsidized Loan - UCI	+	+
Summer Financial Aid Application - UCI	+	+
Summer Status Form - UCI	+	+
Tribal Enrollment Documentations - UCI	+	+

7. Once you have selected the appropriate appeal/document and year to upload, the following pop-up box will appear. You will need to enter a reason for the request then hit “Submit”

Add Request

Consent for Release of Financial Aid Information - UCI -- 2022-2023

Please explain your reason for this request.

I am uploading this document for the Financial Aid Office to review |

Add a reason for your request here

Characters left: 186/255

Submit Go Back

8. Once you have made your selection, go to the “Needs Action” tab and click on the SAP appeal or the document that you are uploading.

StudentForms

AALIYAH

Needs Action

student - Release Note SF View the release notes here

Needs Action

Manage Requests

Summer Financial Aid Application - UCI Other Documents

2022-2023 SAP Appeal SAP Appeal 0%

CalVet College Fee Waiver - UCI Other Documents

Consent for Release of Financial Aid Information - UCI Other Documents

PLUS Ineligible - Request For Unsubsidized Loan - UCI Other Documents

Summer Financial Aid Application - UCI Other Documents

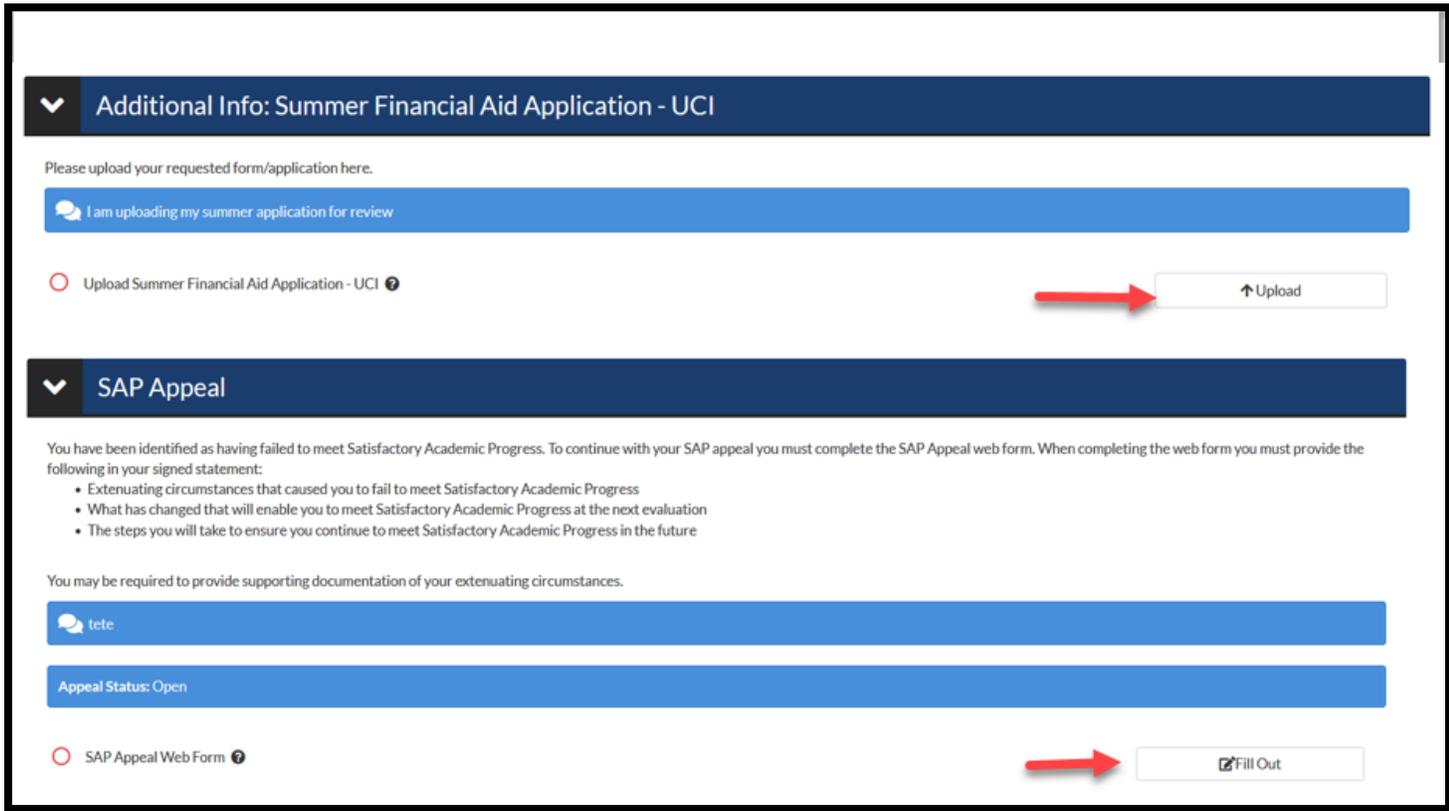
Sandbox

Version 22.8.2159

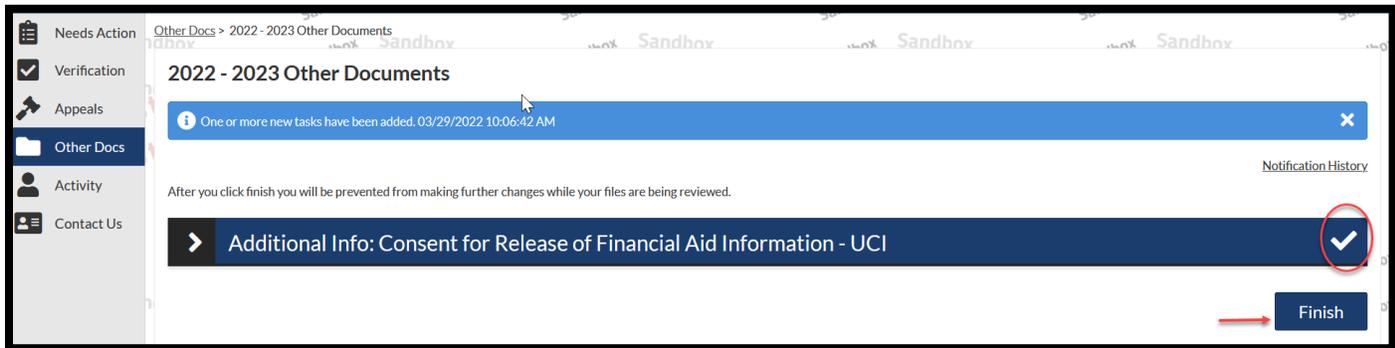
9. Click on the Document Bar to upload and submit the document. Click on the SAP Appeal Bar to fill out the SAP Appeal.

Additional Info: Summer Financial Aid Application - UCI

SAP Appeal



10. Once you have submitted your upload, hit the “Finish” button to finalize the submission. A Check Mark will appear if you have successfully uploaded that document.



11. Go back to the “Needs Action” tab to ensure that you complete all other outstanding actions listed on the “Needs Action” page.

