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

2. Login with your UCNetID and Password

![Login with your UCNetID](image)

3. Once you login with your UCNetID, 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.

![Secure Login](image)

4. Select “StudentForms” from the drop-down menu
5. 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.

6. 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.
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](image1)

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](image2)

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

![Document Bar](image3)
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.