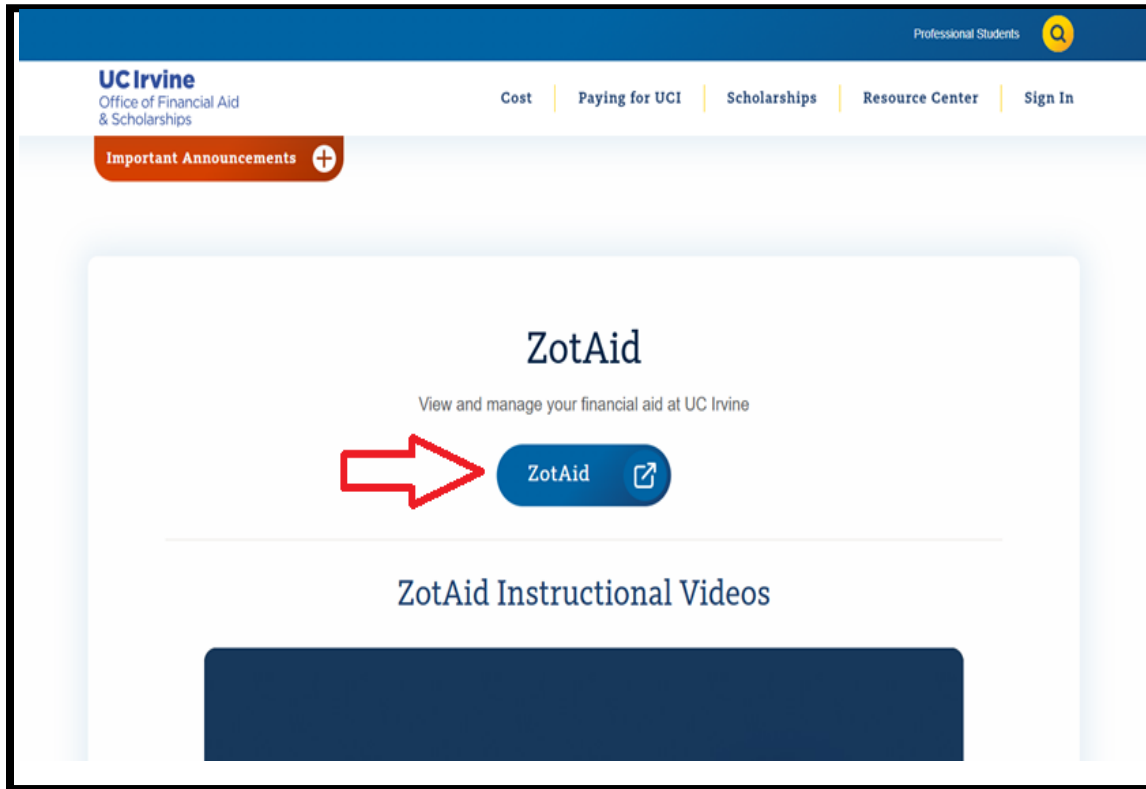
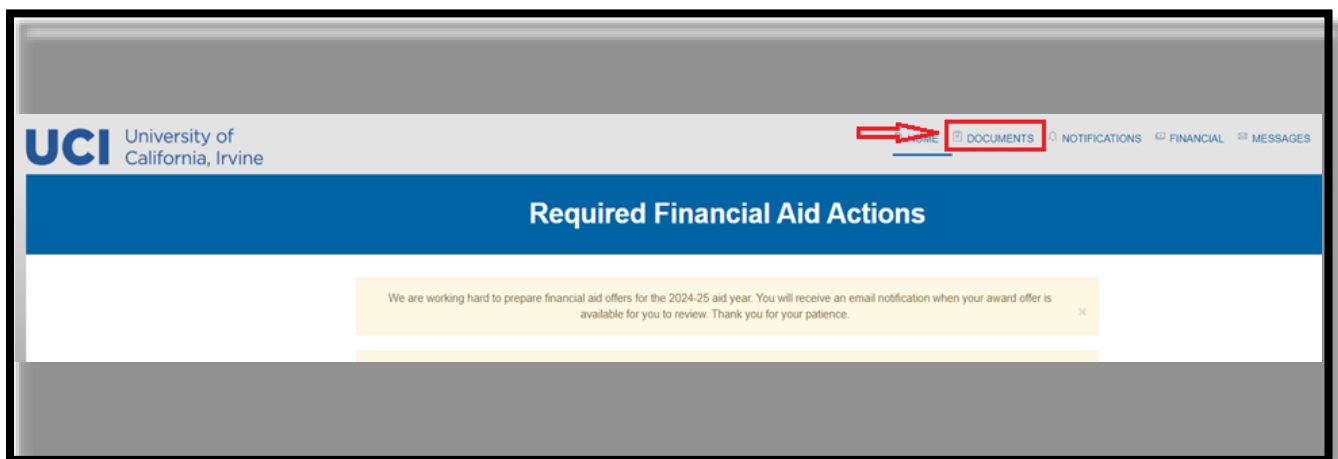


Instructions to submit your Satisfactory Academic Progress Appeal Request form (and supporting documentation):

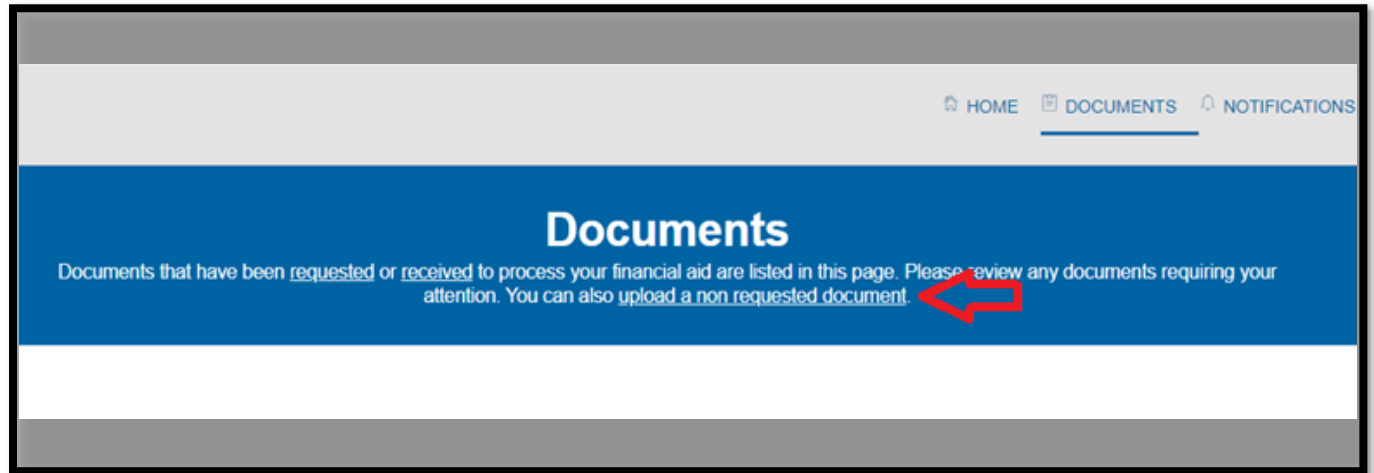
1. Log onto [ZotAid](#)



2. Go to Documents Tab



3. Select "upload a non requested document":



4. Select 'SAP Appeals Request for Undergraduate Students Only - 1st Appeal', or 'SAP Appeals Request for Graduate Students Only - 1st Appeal'. Then, select 'Student' as owner.

(NOTE: If you were previously approved for a SAP appeal for the same academic year and did not pass your academic plan, please complete 'SAP Appeals Request for Undergraduate Students Only – 2nd Appeal' or 'SAP Appeals Request for Graduate Students Only - 2nd Appeal'.)

Then, select the '2025-26' award year IF YOU ARE APPEALING FOR SUMMER 2026. Alternately, select the '2026-27' award year IF YOU ARE APPEALING FOR FALL 2026:

California, Irvine

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Upload Documents

Upload a Non Requested Document

Document Name	Owner(s)	Award Year	File
SAP Appeals Request For Undergr...	Parent Parent Spouse Student Student Spouse	2026-2027	CHOOSE A FILE Only PDF, JPEG, GIF and PNG files with max size of 50MB.

5. A link to **DOWNLOAD** the appeal form should appear on the screen. Proceed to download the form and complete it.

Parent Spouse
Student
Student Spouse

Only PDF, JPEG, GIF and PNG files with max size of 50MB.

SAP Appeals Request -Undergraduate (25-26)

Please download this file and fill in the requested details directly into the document form. Once completed, upload the file to submit the requested document to continue processing your financial aid verification.

DOWNLOAD

<https://sfp.ocs.oraclecloud.com/ucirvine/portal/upload;uploadType=atWill;uploadTypeDescription=Upload a Non Requested Document>

1/2

6. Once you have completed the form, return to the portal and click on the 'Choose a File':

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Upload Documents

Upload a Non Requested Document

Document Name	Owner(s)	Award Year	File
SAP Appeals Request For Graduate	Parent Parent Spouse Student Student Spouse	2025-2026	CHOOSE A FILE Only PDF, JPEG, GIF and PNG files with max size of 50MB.

SAP Appeals Request -Graduate (25-26)

Please download this file and fill in the requested details directly into the document form. Once completed, upload the file to submit the requested document to continue processing your financial aid verification.

DOWNLOAD

7. Then click on the 'Upload' button:

7/9/25, 2:08 PM

Student Portal: Upload Page

Enter Additional Comments (Max 255 characters)

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