

MCAD

Uploading Verification Documents

Instructions:

- Make sure all forms are legible.
- Do not leave any question blank unless instructed to do so.
- Complete forms in blue or black ink.
- Documents that require a signature must have a handwritten signature.

Preparing documents:

- Needed documents will have a status of not received. Select the document name and you will be routed to the form or instructions for ordering the document.
- For MCAD forms, print and complete the form. Once completed scan and save the document as a PDF.
- Convert documents you wish to upload into PDF format. Make sure you create individual PDF files for each type of document being submitted. Save each file with a name similar to the document required. For example, your 2017 W2's should be one document saved as "W2-your name". For parent's forms, save as document name and their name. Do not combine student and parent's form in the same file.
- For multiple page documents, please scan and save all pages as one file.

Uploading documents:

1. Select "upload it now" on the corresponding document.
2. Select "Browse" box to select file to upload.
3. Once you have selected the file, select the upload box located beneath the browse box.
4. A confirmation message will appear once the document has fully loaded. Do not close the documents upload wizard until the file completely uploads.
5. Repeat steps 1 thru 3 if multiple documents need to be uploaded.

Once you have successfully uploaded the documents, the status will change from "not received" to "not reviewed". Allow up to five business days for your financial aid counselor to review your documents.