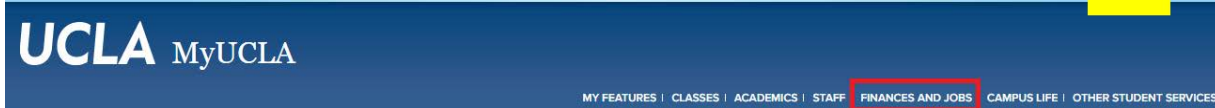# How to upload documents via MyUCLA
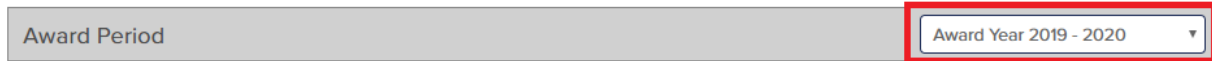
Step 1: Login to MyUCLA and click "FINANCES AND JOBS" tab

Step 2: Select "View All Documents"

Step 3: Choose "Award Year" to view award period. Click on "Required Documents" to view list of requested documents

Award Period | Award Year 2019 - 2020

Status: File Complete
Status As Of: 12/4/2018

Last Viewed: 11/25/2019 12:39:15 PM

Academic Year 2019 - 2020

| Required Documents | Appeal | | | |

Document Requested	Document Info	Status	Status Info	Request Date
FAFSA data received from the central processor	ⓘ	Review Completed	ⓘ	12/4/2018
SAP meeting progress	ⓘ	No Longer Needed	ⓘ	4/10/2019

Once documents are submitted to the Financial Aid and Scholarships, please allow 3-5 business days for the status to be updated. File review will take additional time. Please contact the Financial Aid and Scholarships if you have questions about the timing of your award.

Step 4: Select "Appeal" tab to access list of upload documents and choose document type from drop down

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Award Period

Award Year 2019 - 2020 ▼

Status: File Complete
Status As Of: 12/4/2018

Last Viewed: 11/25/2019 12:39:15 PM

Academic Year 2019 - 2020

| Required Documents | Appeal |

⬅ To Upload Documents

Document Type:

Select document type ▼   ⬅ Select Document from Drop
                              Down

Select document type
Budget increase request
Housing adjustment request
Petition for re-evaluation
Work-Study request
Projected year income appeal - Parent
Projected year income appeal - Student
Independent appeal
Satisfactory academic progress appeal
Other

ee Instructions for creating PDFs with your phone for information on converting other file types to the correct

O   nancial Aid and Scholarships, please allow 3-5 business days for the status to be updated. File review will take additional time. Please contact the Financial Aid and Scholarships if you have questions about the timing of your award.

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*If your document type is "Other" add a description

Award Period

Award Year 2019 - 2020 ▼

Status: File Complete
Status As Of: 12/4/2018

Last Viewed: 11/25/2019 12:39:15 PM

Academic Year 2019 - 2020

| Required Documents | Appeal |

Document Type:

Other ▼

Please provide a description of the uploaded document:

[   ]

Choose File   No file chosen
Allowed file types: Word, Excel, PDF. See Instructions for creating PDFs with your phone for information on converting other file types to the correct format.

Submit

No uploads found for this document.

Once documents are submitted to the Financial Aid and Scholarships, please allow 3-5 business days for the status to be updated. File review will take additional time. Please contact the Financial Aid and Scholarships if you have questions about the timing of your award.

Step 5: If you have not uploaded a similar document, a message will appear confirming there are no uploads for the document type.

Award Period	Award Year 2019 - 2020 ▾

Status: File Complete
Status As Of: 12/4/2018

Last Viewed: 11/25/2019 12:39:15 PM

Academic Year 2019 - 2020

Required Documents	Appeal

Document Type:

Budget increase request ▾

Choose File   No file chosen
Allowed file types: Word, Excel, PDF. See Instructions for creating PDFs with your phone for information on converting other file types to the correct format.

Submit

No uploads found for this document.

Once documents are submitted to the Financial Aid and Scholarships, please allow 3-5 business days for the status to be updated. File review will take additional time. Please contact the Financial Aid and Scholarships if you have questions about the timing of your award.

Step 6: Select "File" to upload and "Submit" to finish

Award Period	Award Year 2019 - 2020 ▾

Status: File Complete
Status As Of: 12/4/2018

Last Viewed: 11/25/2019 12:39:15 PM

Academic Year 2019 - 2020

Required Documents	Appeal

Document Type:

Select document type ▾

Choose File   No file chosen
Allowed file types: Word, Excel, PDF. See Instructions for creating PDFs with your phone for information on converting other file types to the correct format.

Submit

No uploads found for this document.

Once documents are submitted to the Financial Aid and Scholarships, please allow 3-5 business days for the status to be updated. File review will take additional time. Please contact the Financial Aid and Scholarships if you have questions about the timing of your award.

UCLA Financial Aid & Scholarships