

## Viewing and Uploading Documents via the Bruin Financial Aid Portal

### Overview

This guide informs you how to view and upload documents via the Bruin Financial Aid Portal.

### Sections

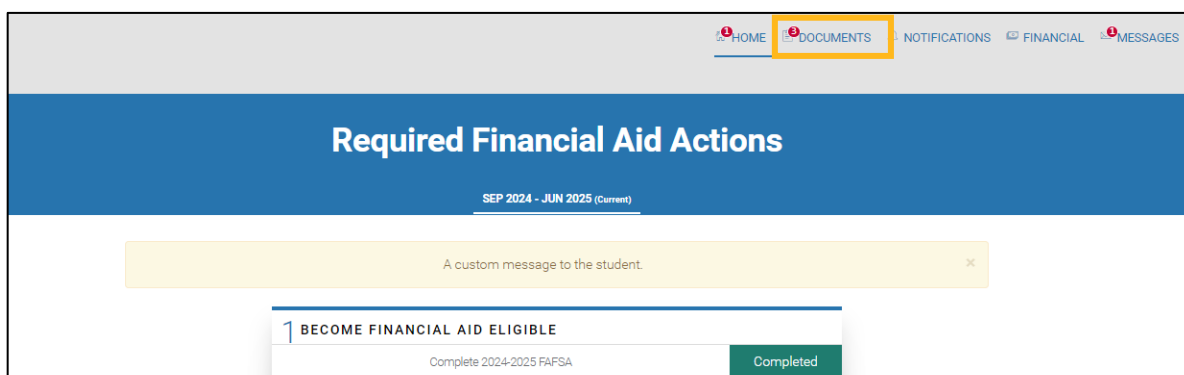
- [View and Upload a Requested Document](#)
- [View and Upload a Non Requested Document](#)
- [Obtain Help](#)

**Requested Documents** are documents that must be submitted to continue processing your financial aid eligibility. **Non Requested Documents** are supplemental documents that can be submitted to assist in the processing of your financial aid.

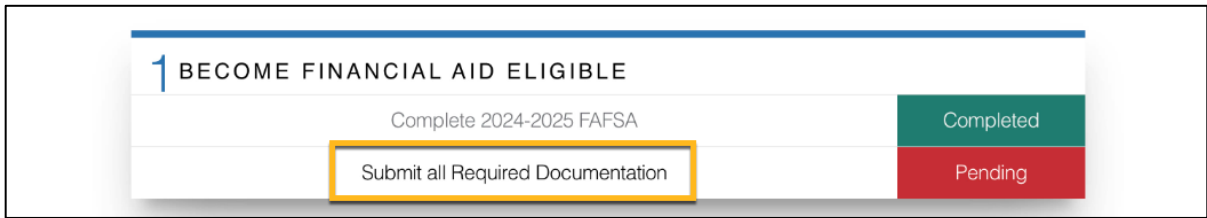
Various document types require different data elements and information. When uploading documents on behalf of the student, read each heading. For example, all the documents under the “**Documents Requiring Attention**” must be submitted. If the heading reads “**One of the Following Documents is Required,**” any document listed meets the requirements for that section. Also, pay close attention to the **Owner** column, which will indicate who the information is being requested from (e.g., student, parent, student spouse, or parent spouse).

### View and Upload a Requested Document

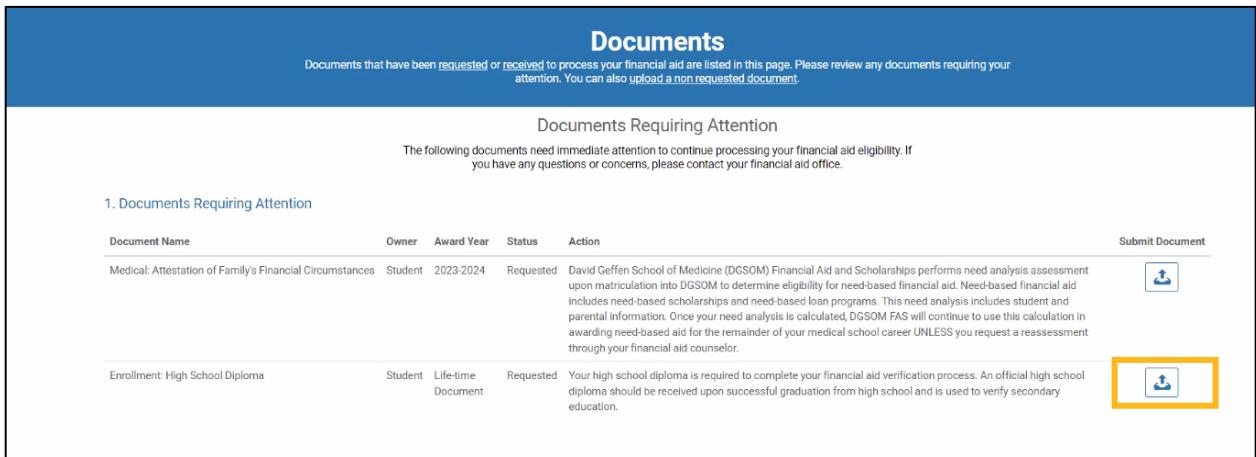
1. From the homepage, select the **Documents** tab. The Document screen will display all the documents assigned to you.



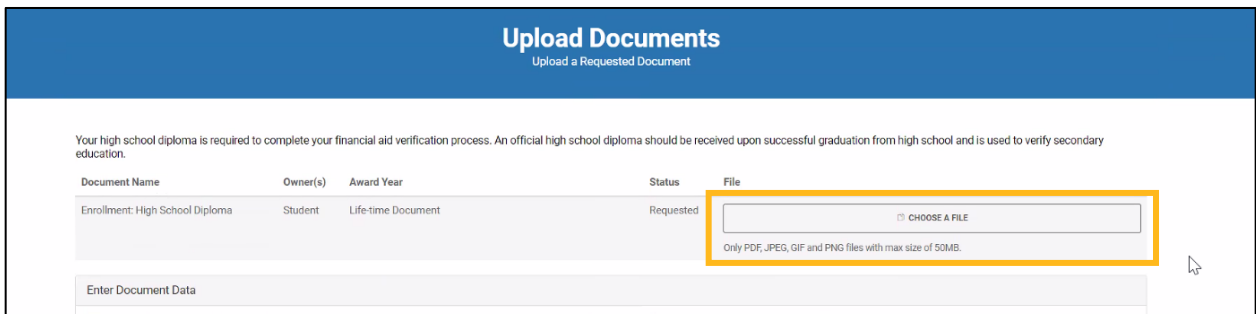
**Tip:** You can also click the **Submit all Required Documentation** link in the “Become Financial Aid Eligible” section.



2. Once a document to upload is determined, click the **Upload** icon under the Submit Document column to upload a document.

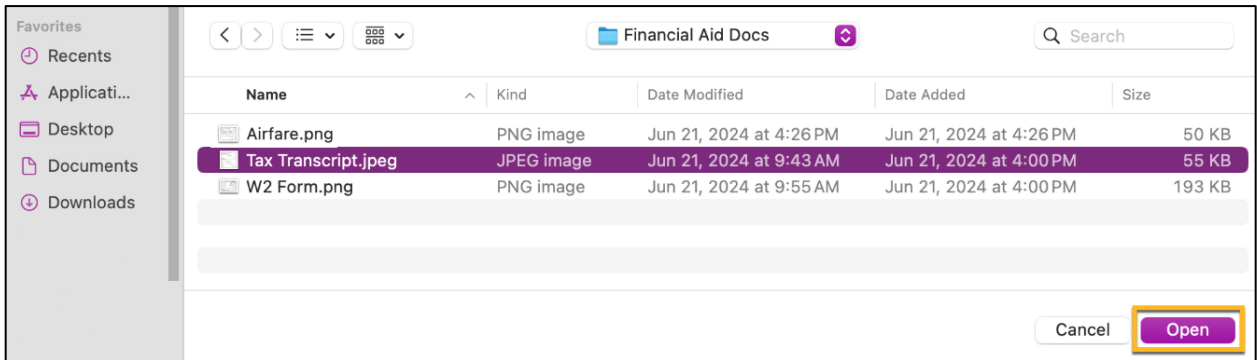


3. In the File column, click **Choose a File**. Accepted formats include **PDF, JPEG, GIF, or PNG** and have a maximum upload file size of **50MB**.

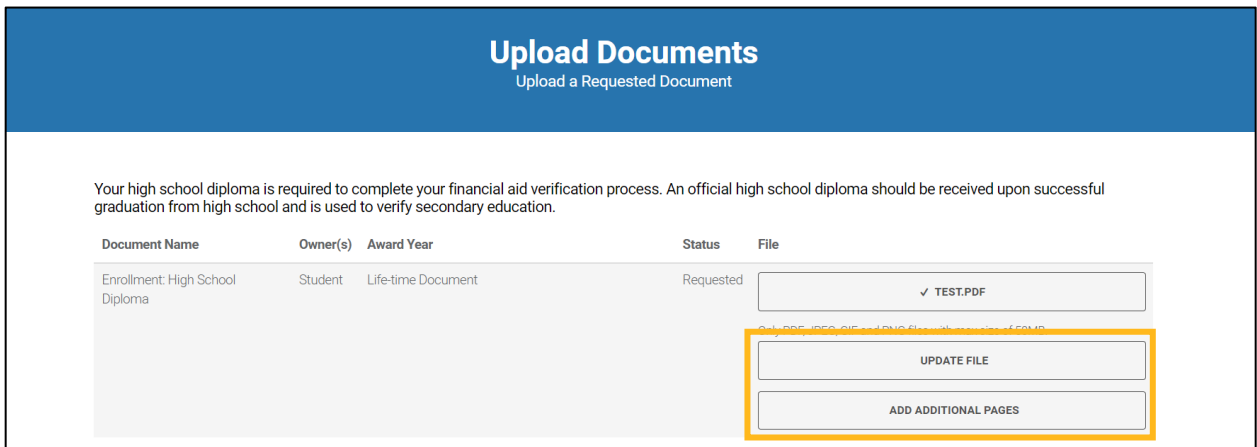


**Note:** In some cases, you may have to download and fill out a form before uploading it to the system (e.g., Appeal: Independent Status). Sometimes, you may only have to provide the required information within the document page.

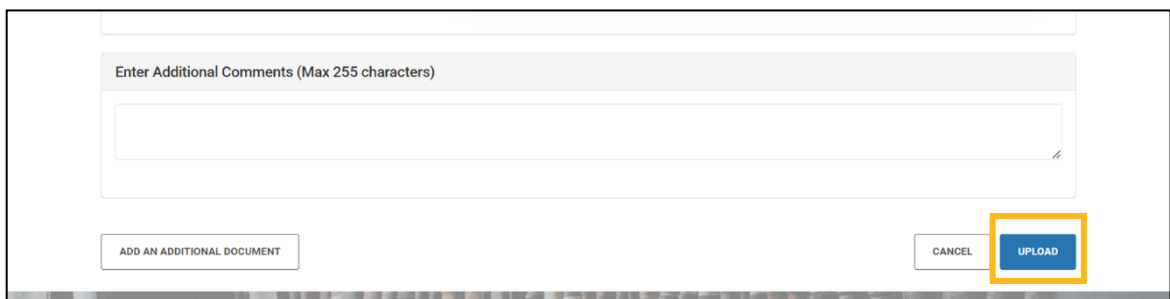
4. Select a file to upload from your own device, and click **Open**.



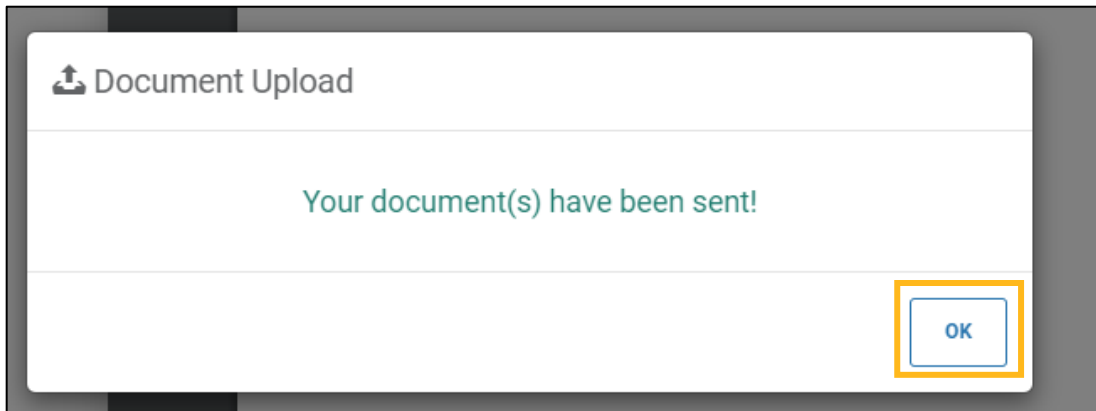
Notice that the **Update File** and **Add Additional Pages** features are enabled when the document is uploaded. These options allow the file to be updated later, or for supplemental pages to be added to the uploaded file.



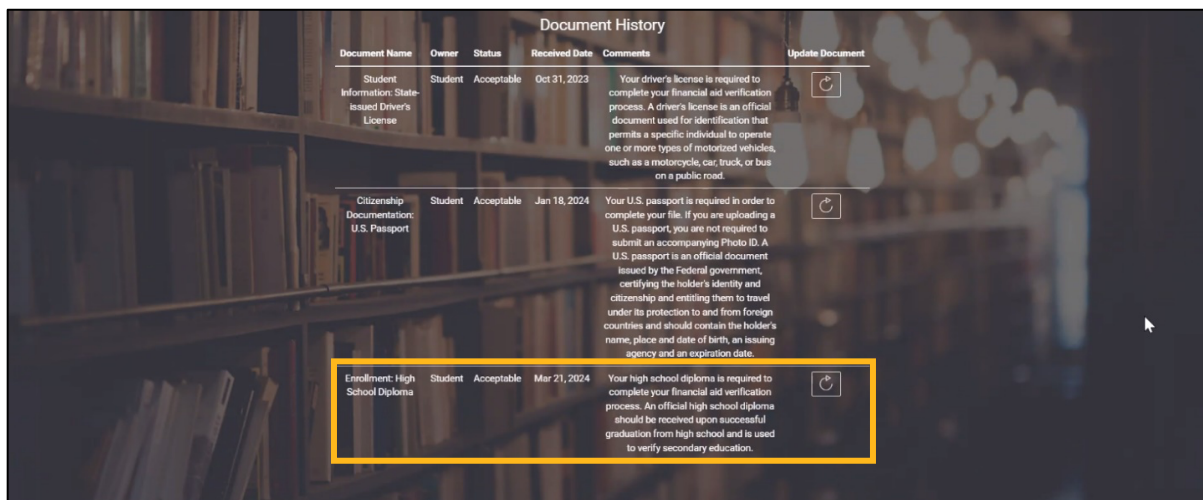
1. If applicable, fill out all **Required Fields**. Note that some fields will include a detailed description clarifying what information is being requested or additional instructions (e.g., providing a unique date, office use only, etc.). Please review each field carefully. In addition, provide any additional comments and click **Upload**.



5. Upon receiving confirmation that your document(s) have been sent, click **OK**.



6. Submitted documentation will appear under the **Document History** section of the Documents screen.



**Note:** The Document History section will also display the status of each document submitted. Once a document is submitted, it will remain in a **Received** status until a staff member reviews it. After the document has been reviewed, staff members will change the document's status to **Acceptable**, **Unacceptable**, or **Rejected**. You will need to periodically check the Bruin Financial Aid Portal to view the status of a document. If a document is given an Unacceptable or Rejected status, you will need to view comments and then re-submit the document.

## View and Upload a Non Requested Document

1. From the homepage, select the **Documents** tab.

HOME DOCUMENTS NOTIFICATIONS FINANCIAL MESSAGES

### Required Financial Aid Actions

SEP 2024 - JUN 2025 (Current)

A custom message to the student.

1 BECOME FINANCIAL AID ELIGIBLE

Complete 2024-2025 FAFSA **Completed**

2. In the Documents summary, click **upload a non requested document**.

### Documents

Documents that have been [requested](#) or [received](#) to process your financial aid are listed in this page. Please review any documents requiring your attention. You can also [upload a non requested document](#).

#### Documents Requiring Attention

The following documents need immediate attention to continue processing your financial aid eligibility. If you have any questions or concerns, please contact your financial aid office.

##### 1. Documents Requiring Attention

Document Name	Owner	Award Year	Status	Action	Submit Document
Dental: Student Institutional Application	Student	2023-2024	Requested	Furnishing information here is mandatory. Failure to provide this information could delay our evaluation of your application and prevent you from receiving financial aid assistance. In addition, the information contained here and furnished by you will be used by the Dental School Financial Aid Office for aid evaluation. To be considered for both institutional need-based grants, scholarships and federal loans, you may be required to provide financial income information for you and both of your biological parents. If you want to be offered just Federal Direct Loans then parental information is not required.	

3. Click in the **Document Name** field, and select a document to upload (e.g., **Appeal: Budget Increase Form**).

**Note:** If you need to upload a document that is not listed, please contact your [financial aid office](#) for assistance.

A screenshot of a web form showing a dropdown menu for the 'Document Name' field. The menu is open, displaying a list of options. The first option, 'Appeal: Budget Increase Form', is highlighted in purple. Other options include 'Appeal: Housing Adjustment', 'Appeal: Independent Status', and 'Appeal: Late FAFSA or Dream Act Application'. The 'Document Name' label is at the top left, and the 'Award Year' label is at the top right. A checkmark is visible next to the first option.

4. Click in the **Owner(s)** field, and select the applicable option (e.g., **Student**).

A screenshot of a web form showing a dropdown menu for the 'Owner(s)' field. The menu is open, displaying a list of options: 'Parent', 'Parent Spouse', 'Student', and 'Student Spouse'. The 'Student' option is highlighted in purple. To the right of the dropdown is the 'Award Year' field with a placeholder 'Award Year?'. Further right is the 'File' field with a 'CHOOSE A FILE' button. Below the file field, there is a note: 'Only PDF, JPEG, GIF and PNG files with max size of 50MB.'

5. In the **Award Year** field select the appropriate award year if the document is year-specific (e.g., **2024-2025**).

A screenshot of a web form showing a dropdown menu for the 'Award Year' field. The menu is open, displaying a list of options: 'Award Year?', '2022-2023', '2023-2024', and '2024-2025'. The '2024-2025' option is highlighted in purple. To the left of the dropdown is the 'Owner(s)' field with a list of options: 'Parent', 'Parent Spouse', 'Student', and 'Student Spouse'. To the right of the dropdown is the 'File' field with a 'CHOOSE A FILE' button. Below the file field, there is a note: 'Only PDF, JPEG, GIF and PNG files with max size of 50MB.'

**Note:** Some forms will display a section allowing you to download a copy of the form to review policies for a specific school or program. We recommend downloading and reading through the form instructions to fully understand policies for your school or program.

The screenshot shows a form with four columns: Document Name, Owner(s), Award Year, and File. The 'Document Name' is 'Appeal: Budget Increase Form'. The 'Owner(s)' dropdown is open, showing 'Parent', 'Parent Spouse', 'Student' (selected), and 'Student Spouse'. The 'Award Year' is '2024-2025'. The 'File' column has a 'CHOOSE A FILE' button and a note: 'Only PDF, JPEG, GIF and PNG files with max size of 50MB.' Below the form, a yellow box highlights a section with the text: 'Appeal: Budget Increase Form' and '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.' A 'DOWNLOAD' button is centered below this text.

6. Once all fields have been completed, click **Choose a File**. Accepted formats include **PDF, JPEG, GIF, or PNG** and have a maximum upload file size of **50MB**.

The screenshot shows a form with three columns: Owner(s), Award Year, and File. The 'Owner(s)' dropdown is open, showing 'Parent', 'Parent Spouse', 'Student' (selected), and 'Student Spouse'. The 'Award Year' is '2024-2025'. The 'File' column has a 'CHOOSE A FILE' button highlighted in a yellow box and a note: 'Only PDF, JPEG, GIF and PNG files with max size of 50MB.'

7. Select a file to upload from your own device, and click **Open**.

The screenshot shows a file explorer window titled 'Financial Aid Docs'. The left sidebar shows 'Favorites' with 'Downloads' selected. The main area displays a table of files:

Name	Kind	Date Modified	Date Added	Size
Airfare.png	PNG image	Jun 21, 2024 at 4:26 PM	Jun 21, 2024 at 4:26 PM	50 KB
Tax Transcript.jpeg	JPEG image	Jun 21, 2024 at 9:43 AM	Jun 21, 2024 at 4:00 PM	55 KB
W2 Form.png	PNG image	Jun 21, 2024 at 9:55 AM	Jun 21, 2024 at 4:00 PM	193 KB

At the bottom right, there are 'Cancel' and 'Open' buttons, with the 'Open' button highlighted in a yellow box.

- If applicable, fill out all **Required Fields**. Note that some fields will include a detailed description clarifying what information is being requested or additional instructions (e.g., providing a unique date, office use only, etc.). Please review each field carefully. In addition, provide any additional comments and click **Upload**.

Enter Additional Comments (Max 255 characters)

ADD AN ADDITIONAL DOCUMENT

CANCEL **UPLOAD**

- Upon receiving confirmation that your document(s) have been sent, click **OK**.

Document Upload

Your document(s) have been sent!

OK

- The **Non Requested Document** will be uploaded. Submitted documentation will appear under the **Document History** section of the Documents screen.

Document Name	Owner	Status	Received Date	Comments	Update Document
Student Information: State-issued Driver's License	Student	Acceptable	Oct 31, 2023	Your driver's license is required to complete your financial aid verification process. A driver's license is an official document used for identification that permits a specific individual to operate one or more types of motorized vehicles, such as a motorcycle, car, truck, or bus on a public road.	
Citizenship Documentation: U.S. Passport	Student	Acceptable	Jan 18, 2024	Your U.S. passport is required in order to complete your file. If you are uploading a U.S. passport, you are not required to submit an accompanying Photo ID. A U.S. passport is an official document issued by the Federal government, certifying the holder's identity and citizenship and entitling them to travel under its protection to and from foreign countries and should contain the holder's name, place and date of birth, an issuing agency and an expiration date.	
Enrollment High School Diploma	Student	Acceptable	Mar 21, 2024	Your high school diploma is required to complete your financial aid verification process. An official high school diploma should be received upon successful graduation from high school and is used	

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change the document's status to **Acceptable**, **Unacceptable**, or **Rejected**. You will need to periodically check the Bruin Financial Aid Portal to view the status of a document. If a document is given an Unacceptable or Rejected status, you will need to view comments and then re-submit the document.

## Obtain Help

To obtain help please contact your [financial aid office](#) for assistance.