



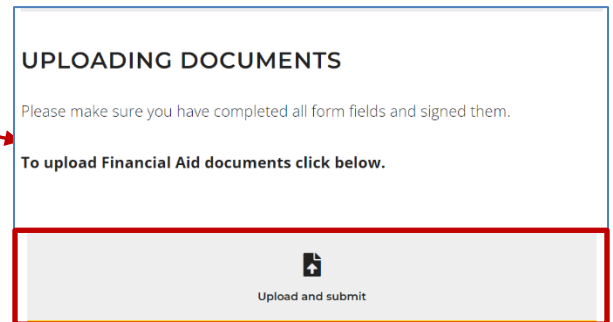
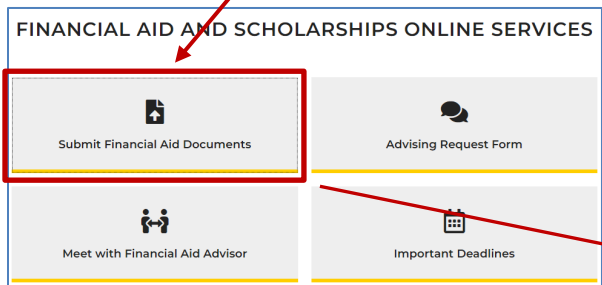
Date 4/4/2022

**Reminder to Students.** Please check the scanned electronic version of your forms prior to uploading them. Incomplete or illegible forms may cause a processing delay and could be returned to you.

The Online Document Submission Form is intended to allow students to submit required documents quickly and securely to Financial Aid. The following steps will guide you on how to use this form.

**Step 1.** Go to the Financial Aid website at <https://www.calstatela.edu/financialaid>

**Step 2.** Click the **“Submit Financial Aid Documents”** button to be taken to the “Uploading Documents” page.



**Step 3.** Click on the **“Upload and Submit”** button to launch the Form

**Step 4.** Fill out **required** fields

1. Last Name
2. First Name
3. Phone Number
4. MyCalStateLA User ID
5. CIN /Re-Enter CIN

**Note:** Your campus email will be automatically entered

**Financial Aid and Scholarships Online Document Submission Form**

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**Financial Aid and Scholarships**  
California State University, Los Angeles  
5151 State University Drive - 55B 2330  
Los Angeles, CA 90032-8402  
Phone: (323) 343-6260

Award Year \*  
2023

This form is to be completed by the student uploading and submitting Financial Aid Documents to the Financial Aid and Scholarships Office. This form will be treated as correspondence and will not be included with your submitted document(s). Please ensure that all documents are signed and dated correctly. Incomplete documents will not be processed and the student file will be considered incomplete.

**A. Student Information**

<b>1.</b> Last Name *	<b>2.</b> First Name *	M.I.
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>3.</b> Phone Number *	<b>4.</b> Cal State LA User ID (i.e. Eagle3636) *	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>5.</b> CIN *	Re-Enter CIN *	
<input type="text"/>	<input type="text"/>	

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**Untitled Attachment (0)**

Document Name	Attachment Type	Actions
Available Attachment Types		
FA Verif - Student/Spouse T	<input type="button" value="Attach"/>	

Empty Paragraph



**Step 5.** Select the form(s) you are submitting by clicking on the **arrow** in the attachments section to open the available documents attachment.

Document Name	Attachment Type	Actions

Available Attachment Types  
FA Verif - Student/Spouse T **Attach**

Available Attachment Types  
Ident/Spouse Tax Transcript **Attach**  
FA Verif - Student/Spouse Tax Transcript  
FA Verif - Parent(s) Tax Transcript  
FA Verif - Student/Spouse Proof of Non - Filing  
FA Verif - Parent Proof of non filing  
FA Verif - Unaccompanied Homeless Youth Form  
Financial Aid Notification (FAN) Change Form  
Academic Transcripts - Unusual Enrollment History

**Step 6.** Once you have selected the document type, click “**Attach**” to attach a document.

**Step 7.** The Document you attach will appear in the attachment list. You may click “**Submit**” to send your Form or repeat **Steps 5** through **6** if you need to attach additional forms before submitting.

Document Name	Attachment Type	Actions
: (Pending) FA Verif Student Tax Transcript.pdf	FA Verif - Student/Spouse Tax Transcript	<a href="#">Remove</a>

Available Attachment Types  
FA Verif - Student/Spouse T **Attach**

**Submit**

**Please Note:** You will be redirected to a confirmation page once complete.