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

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.

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