



## Section D – Submission Instructions

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### What you should do:

1. Complete this entire worksheet. Answer all questions and SIGN the form.
2. Submit ALL documents at the same time.
3. Upload this form and all required documents on the UIC Portal.
  - a. Login to the UIC Portal at <https://my.UIC.edu>
  - b. Click on the “Student” tab
  - c. Click on “Financial Aid Menu”
  - d. You should then be on the Financial Aid “Home” tab
  - e. Choose the 2025-2026 Award Year
  - f. Under Unsatisfied Requirements, click “Choose File”

For additional upload instructions, please visit [https://docs.financialaid.uic.edu/docs/PDF\\_upload\\_guide.pdf](https://docs.financialaid.uic.edu/docs/PDF_upload_guide.pdf).

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