

Document Upload Guide

Brief Overview:

Section 1. Collect all required documents

Section 2. Convert/scan to an acceptable file type (.pdf, .jpg, or .png) for each listed requirement

Section 3. Upload through the UIC Student Portal

Upload Requirements:

- .pdf, .jpg, .png file types are acceptable. **Do not use** "PDF Portfolio" or "Secured PDF" file types.
- File should not be password protected.
- Worksheets and other required documents must be **SIGNED in ink** before scanning and uploading.
- The file size to upload is limited to 5MB. Scan in the lowest resolution that results in a legible document.

Troubleshooting Tips:

- On the UIC Student Portal - If an error message is shown after attempting to upload a file:
 - Return to the main Requirements Page to start over before uploading a new file. Check the format and size of the file prior to uploading.
 - Portfolio PDFs and secured PDFs which require a password to open are not compatible with our system.
- On the UIC Student Portal - If the "**UPLOAD**" link is **not shown** to the right of the requirement name:
 - That requirement may not accept uploaded documents. Refer to the instructions on that specific requirement (worksheet) on how to submit the documents.

Additional Information:

- Once uploaded, documents cannot be viewed or edited by applicants. Ensure you are submitting the correct documents for the specified checklist item.
- If you do not have personal access to a scanner, check with your local office supply store (i.e. Staples, OfficeMax, Office Depot or FedEx Office) or public library for access to one.
- UIC students are eligible for a **free** version of Microsoft Office software through the University of Illinois Webstore: <https://webstore.illinois.edu/shop/category.aspx?zcid=138&shopby=1> (scroll through the list for the latest Microsoft Office software available)
- Alternative ways to submit financial aid documents without using the upload feature include:
 - Faxing documents to 312-996-3385. Include your UIN on all documents you fax.
 - Sending documents by mail or in person at the office of Student Financial Aid & Scholarships:
 - Office of Student Financial Aid & Scholarships
1200 West Harrison Street, Suite 1800 SSB
Chicago, Illinois 60607-7163

Normal Office Hours

Monday - Friday 8:30am-5:00pm

Section 1. Collect all required documents

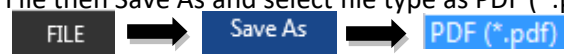
1. Print the worksheet - It will be listed under “Unsatisfied Requirements” on the financial aid section in the UIC Student Portal (www.my.uic.edu). Click on the worksheet name.
2. Carefully read the instructions on the worksheet for any additional documents you need to attach.
3. Worksheets and other documents that require signatures must be signed **in INK** before scanning.
4. The worksheet you are submitting should be the **first** (or top) page of your packet.
5. Scan each side of your document(s) if it is double sided with information.

Section 2. Convert/scan to an acceptable file type (.pdf, .jpg, or .png) for each listed requirement – See below for options a,b,c or d

- a. Converting a Microsoft Word document to a PDF document: Microsoft Office software is currently **free** to UIC students to download via the Illinois Webstore – link shown on top (first) page of this guide. To convert a Microsoft Word document to a PDF file, follow the steps below:

1. The goal is to have an acceptable file type to upload. You can have multiple pages saved to one pdf file or you can save and upload files separately for the listed requirement. If you have multiple documents or images (screenshots, pictures, etc.) that are not in an acceptable file format, make sure you copy and paste each document (or image) to a Word document. Then you can use the “Save As” option to save this document as a PDF file (an acceptable file type).

2. From your Word document, click File then Save As and select file type as PDF (*.pdf).



- b. Using a scanner or other device:

- i. Make sure your scanner/device is set to scan as one of the acceptable file formats (.pdf, .jpg, .png). Some scanners may have an option to scan a stack of documents or sometimes with a “plus” option when scanning. You can choose to use a .pdf file with multiple pages or you can save as separate files in an acceptable file type (.pdf, .jpg, .png) to upload.



1. Note: **Do not upload** a “**PDF Portfolio**” file on the UIC student portal. If your scanned images are in a PDF portfolio file, you must extract the file from portfolio and save as a regular PDF file. To do so, open your portfolio file, right click the image, select “Extract from Portfolio” and “save”.

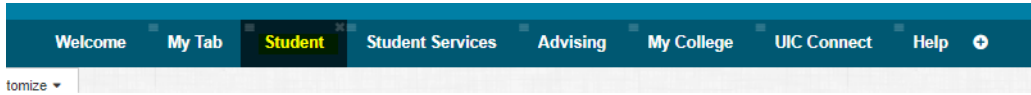


2. Note: **Do not upload** a “**Secured PDF**” file (which requires a password to view) on the UIC student portal. You must change the security settings to “no password”. To do so, first open your document, enter your password to view it. Then go to the “File”, then “Properties” and click on the Security tab and change from “password protected” to “none” and “save”.

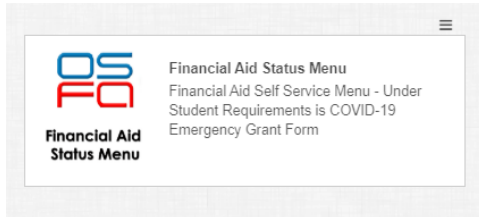
- c. Using Cloud based storage and emails. For security reasons, be cautious when storing sensitive documents in a cloud server or emailing sensitive documents.
- d. You can also contact your local office supply store or public library. Many of them can take your paper documents, scan them in an acceptable file type (.pdf, .jpg, .png) for a fee. Office supply stores include but are not limited to: OfficeMax Office Depot Staples FedEx Office

Section 3. Upload through the UIC Student Portal

1. Login at the UIC Student Portal: <https://my.uic.edu>
2. Click on the tab “Student”

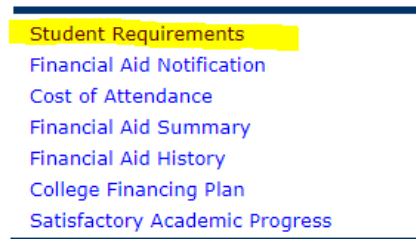


and then click the link “Financial Aid Status Menu”.



3. Next, click on the link for “Student Requirements” and the appropriate aid year.

Financial Aid



4. If you have an unsatisfied requirement, it will be displayed.



Note: Worksheets and appropriate documents must be **signed in ink** prior to uploading.

5. Click on the “**UPLOAD**” option displayed to the right of the requirement link and upload your packet. You can upload multiple files, one at a time, for the requirement(s) listed.



Note: If the unsatisfied requirement listed on your record does not have an “**UPLOAD**” link to the right, it means that for this specific requirement, documents cannot be uploaded. Instructions are included on the form, in which the student must present the actual (original) document (sometimes in person) to our financial aid office.

6. Click the button, then double click on your file you want to upload.
7. Click the button. A message should appear: “Your document was successfully submitted.” If you have additional files to upload for that requirement you can then go back and click on the “**UPLOAD**” link again.



Note: Once uploaded, documents cannot be viewed or edited by applicants.

8. Please allow processing time for our office to review your uploaded documents. If the documents are satisfactory then the requirement listed on your portal will be moved down to the section under “Satisfied Requirements.” You (the student) will be notified via e-mail when the electronic financial aid notification is available.