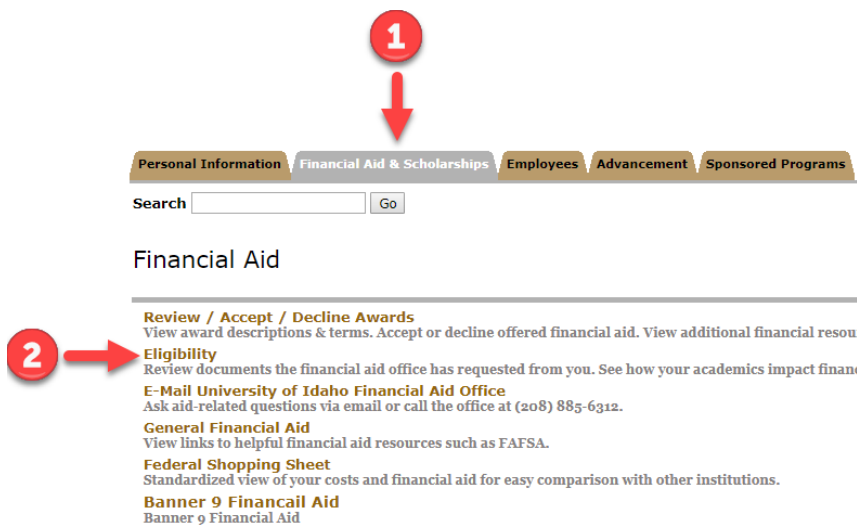# How to Upload Your Forms

This document details how you can electronically sign required forms and upload them for review.
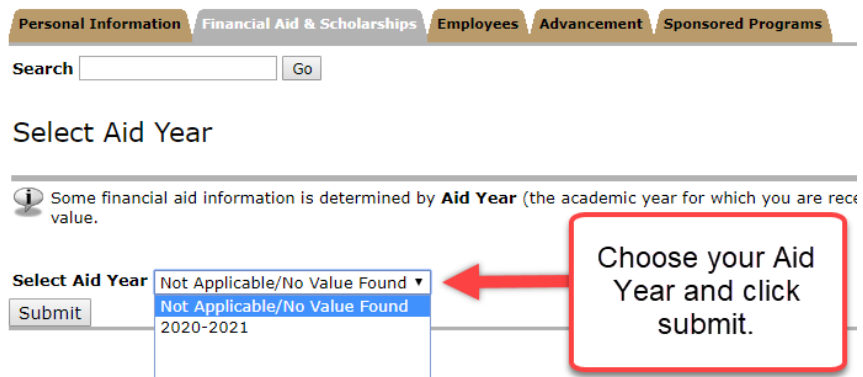
- Documents prior to 2020-2021 should still be submitted manually.

Step 1: Go to VandalWeb > Financial Aid & Scholarships > Eligibility

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Step 2: Choose your Aid Year and click submit.

Personal Information | Financial Aid & Scholarships | Employees | Advancement | Sponsored Programs

Search [_____] [Go]

Eligibility Requirements for 2020-2021

Student Requirements | Holds | Academic Progress

Upload the required documents in .PDF or .JPEG format. Click here for a step-by-step guide on how to upload.

Click Here

[UPLOAD NOW]

While the FAFSA application opened October 1st, **Vandal Web will not show the FAFSA as received until**

Unsatisfied Requirements
Requirement
Household Size Verification Form - Dependent Student
    - Household size form - Dependent student
Signed Copy of Parent's Amended 2018 Tax Return
    - A signed copy of parent's 2018 1040X amended tax return

Step 3: Click on Upload Now.

Step 4: Download any forms that you need to complete.

Download each form.

University of Idaho

Aid Year: [2021 ▾]   V-Number: Name:

Documents to Upload

Documents Needed	Status	Download Form
Signed Copy of Parent's Amended 2018 Tax Return	E - Unsatisfied	
Household Size Verification Form - Dependent Student	E - Unsatisfied	Download HHSDP form
Student 2018 Tax Return Transcript	E - Unsatisfied	
Verification of Income Dependent Student Non-Filer	E - Unsatisfied	Download VSNFD form

|◄ ◄ Page [1] of 1 ► ►| Per Page [1000 ▾]

Recently Uploaded Documents

Documents Uploaded	Status	Upload Status

Step 5: Make sure to read each section of each form carefully. Check all the required boxes and fill out all the necessary fields. Don't forget to check and the signature boxes.

ELECTRONIC SIGNATURE*

Student Name: _____ Student DOB: _____

[ ] Student: I understand by typing my name, I consent to signing this document electronically

Parent Name: _____ Parent DOB: _____

[ ] Parent: I understand by typing my name, I consent to signing this document electronically

*If you do not wish to sign this document electronically you may also print, sign, and return completed form to our office.

Step 6: After you have completed the form you will need to save or print the file as a PDF. This page can look different depending on what program you are using to open the file.

Printing/Saving a PDF in Chrome:

Printing/Saving a PDF in Acrobat:

Step 7: Upload the new PDF

Step 8: The status of your documents will be shown in VandalWeb. Once a document has been submitted it will change from **Unsatisfied** to **Pending**. After it is reviewed for completeness by student financial aid services, the document will change to **Received.**

- Once all unsatisfied docs are **Received**, your FA file will be ready to be completed. This can take 2-4 weeks depending on the time of year.