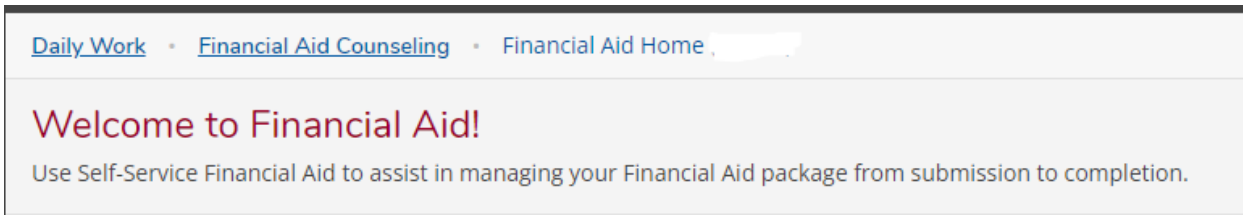


## How to Send in Missing Documents through your Self-Service account:

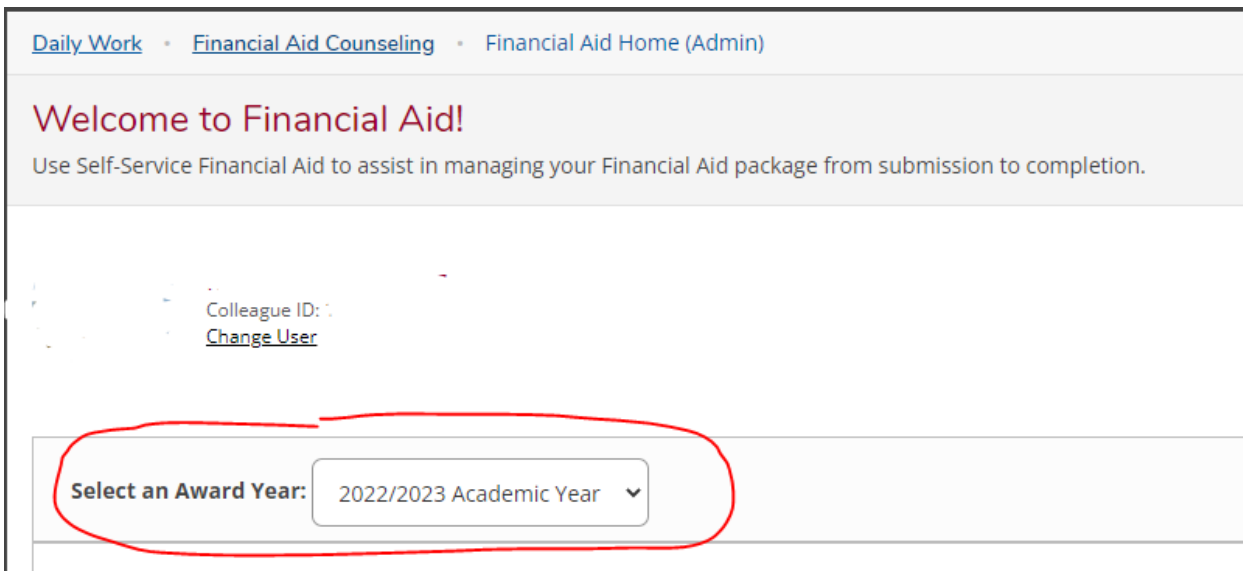
### **Step 1:**

Log into Self Service and navigate to the Financial Aid home page.



### **Step 2:**

Make sure you are entering information for the correct academic year. For example, if you need to submit a document for the 2022-2023 academic year, this would include Fall 2022, Spring 2023, and Summer 2023.



### **Step 3:**

Under the checklist, find the “Action Needed – Complete Required Documents” link.

Checklist	
⚠ Action Needed	<a href="#">Submit a Free Application for Federal Student Aid (FAFSA)</a>
⚠ Action Needed	<a href="#">Complete required documents</a>
✓ Completed	<a href="#">Review and accept your Financial Aid Award Package</a>
⚠ Action Needed	<a href="#">Review and sign your Financial Aid Offer Letter</a>

## **Step 4:**

After selecting the link, find the document you wish to submit. Then, select the “Manage” button to the right of the document. In the example below, the student is submitting a copy of their tax return.

Miscellaneous Item Needed	You have contacted our office regarding one of the items listed below. Please use this link to submit your documentation. <a href="#">Loan Change Request</a> <a href="#">Satisfactory Academic Progress</a> <a href="#">Special Circumstance Documentation</a> <a href="#">TEACH Grant Application</a> <a href="#">Veteran Documentation</a>	<a href="#">Manage</a> 0
<u>Stu 2020 Tax Ret Transcript</u>	We need a signed copy of your 2020 tax return. You may also use the IRS Data Retrieval Tool through the FAFSA, or submit a copy ... <a href="#">more</a> <a href="#">Student Tax Return Transcript</a>	<a href="#">Manage</a> 0

## **Step 5:**

You will then find the Attachment pop-up that will allow you to find your file by selecting “Choose File” and once selected, to “Upload”. The upload system can accept .pdf, .jpg, and .png files.

Attachments

Upload new attachment

Choose File

No file chosen

Upload

Clear

Accepted File Types: ( .pdf,.jpg,.png )

Maximum File Size: ( 20 MB )

No attachments found.

Close

## **Step 6:**

If you have any issues or questions, please contact Student Financial Planning at 731-661-5015 or by email at [finaid@uu.edu](mailto:finaid@uu.edu).