

1. Log onto Self-Service
2. Click on the “Financial Aid” tab
3. Select “Upload Financial Aid Documents” link

Personal Information Employee Faculty Services Finance Residence Life Student **Financial Aid** Download Files

Search Go

Curry Center Fall Hours
Monday - Friday 8:30-4:30pm
Room 223, Founders Hall

Click CMSVFA.YOUCANBOOK.ME for an appointment

Kick-Off
Get messages, approve awards, view status, and much more

Financial Aid Status
View overall status, holds, academic progress, cost of attendance, financial aid awards, and messages.

Award Letter
Please note it may take a few seconds for the Worksheet to be build.

Eligibility
Review Financial Aid Holds (which may prevent payment of awards) and document requirements; Display academic progress history.

General Financial Aid
Financial Aid Application and Information Links

Upload Financial Aid Documents
Upload documents requested by the Financial Aid Department

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The following form will display.

4. Select: Financial Aid for Department



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Use this form to upload files

What department requested the document?

What type of document are you uploading?

Click on the "Chose File" button to select a file for uploading ---> No file chosen

Click on the "Submit" button to upload the file you selected --->

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5. Select one of the following for "Choose File":

- 19-20 2017 W2
- 19-20 Award Letter Signed
- 19-20 Budget Appeal
- 19-20 Dependency Override
- 19-20 Federal SAP Appeal
- 19-20 Institutional Appeal
- 19-20 Non Tax Filer Form
- 19-20 Special Circumstance
- 19-20 V1 WorkSheet
- 19-20 V4 WorkSheet
- 19-20 V5 WorkSheet
- 20-21 Special Circumstance
- 20-21 2018 W2
- 20-21 Award Letter Signed
- 20-21 Budget Appeal
- 20-21 Budget Appeal
- 20-21 Dependency Override
- 20-21 Institutional Appeal
- 20-21 Non Tax Filer Letter

20-21 Selective Service
20-21 Unusual Enrollment Form
20-21 V1 Work Sheet
20-21 V4 Work Sheet
20-21 V5 Work Sheet
2017 Child Support Paid
2017 PAR IRS Tax Return Trans.
2017 SNAP Benefits Letter
2017 STU IRS Tax Return Trans.
2018 IRS 1040 Tax Return
2018 IRS Par 1040 Tax Return
2018 IRS Stu 1040 Tax Return
2018 IRS Tax Return Transcript
External Scholarship Form
High School Completion (ATB)
Institutional Appeal Support
Loan Default Cleared Letter
NYCHA Financial Aid Form
Parent PLUS Reduce/Cancel Form
Resident Alien Card
Return to Lender Form
Signed Social Security Card
Signed U.S. Passport
Unemployment Benefits Letter
Unusual Enrollment Support

6. Submit.

7. Confirmation of Submitted Document is displayed on Self-Service

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Your file has been uploaded.
Please allow up to 5 business days for materials to be tracked into the system as this is a manual process.

[Continue to Self-Service](#)

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