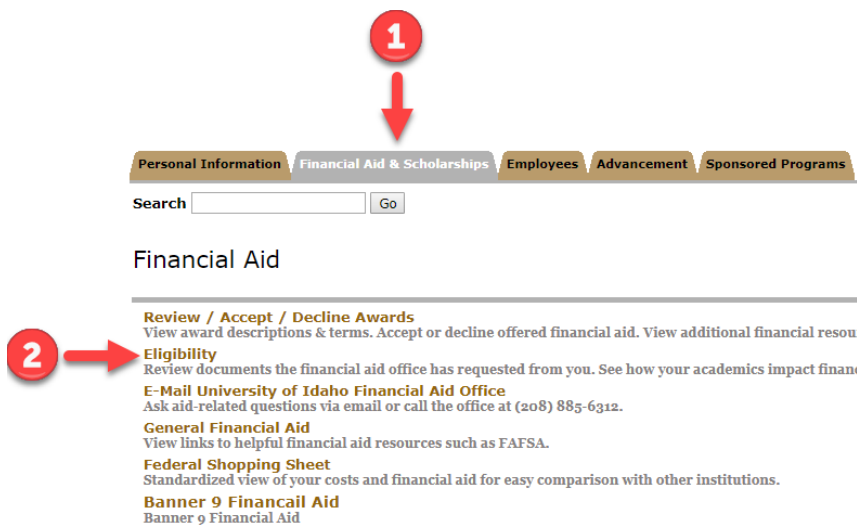


# How to Upload Your Forms

This document details how you can electronically sign required forms and upload them for review.

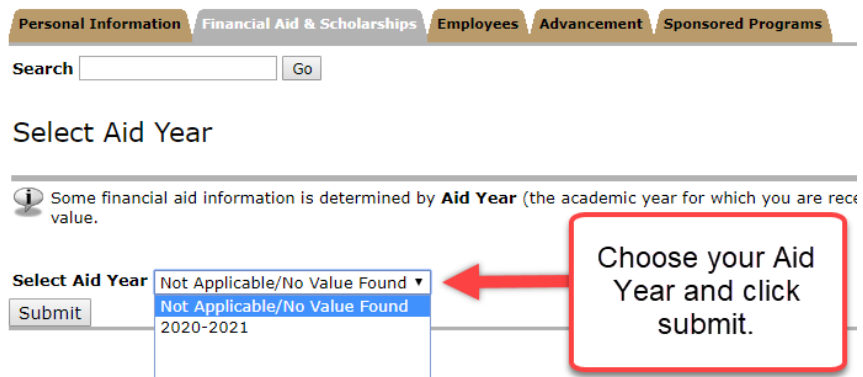
- Documents prior to 2020-2021 should still be submitted manually.



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

**Step 2:** Choose your Aid Year and click submit.

*University of Idaho VandalWeb*



Choose your Aid Year and click submit.

Search  Go

Eligibility Requirements for 2020-2021

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

**UPLOAD NOW**



Click Here

**Step 3: Click on Upload Now.**

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

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

University of Idaho

Aid Year: 2021 V-Number: Name:

Documents Needed	Status	Download Form
Signed Copy of Parent's Amended 2018 Tax Return	E - Unsatisfied	<a href="#">Download Form</a>
Household Size Verification Form - Dependent Student	E - Unsatisfied	<a href="#">Download HHSDP form</a>
Student 2018 Tax Return Transcript	E - Unsatisfied	<a href="#">Download Form</a>
Verification of Income Dependent Student Non-Filer	E - Unsatisfied	<a href="#">Download VSNFD form</a>

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:

**University of Idaho**  
Student Financial Aid Services  
875 Fremont, Boise 83725  
Moscow, ID 83444-4251

PHONE: 208-885-6312  
FAX: 208-885-6562  
EMAIL: [finaid@uidaho.edu](mailto:finaid@uidaho.edu)  
WEB: <https://www.uidaho.edu/financial-aid>

**HOUSEHOLD SIZE AND NUMBER IN COLLEGE VERIFICATION DEPENDENT 2020-2021**

Student: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Today's Date: \_\_\_\_\_ Phone #: \_\_\_\_\_

The federal Department of Education requires colleges to check the accuracy of the information provided on your 2020-2021 FAFSA. Please complete the form below; once completed, print, sign, and return to our office. If you have questions, please contact our office for assistance.

List the people in your parent(s)' household, including:

- Yourself (the student);
- Your parent(s) listed on the FAFSA (if your FAFSA parent is re-married, include your step-parent);
- Your parent's other children if a) your parents will provide more than half of their financial support from July 1, 2020 through June 30, 2021, OR b) the other children provided, or would be required to provide, parental information when completing the FAFSA for 2020-2021;
- Other people if they now live with your parents AND your parents provide more than half of their support, and will continue to provide more than half of their support from July 1, 2020 through June 30, 2021.

Full Name	Age	Relationship to Student	Is this person attending college at least half-time in 2020-2021?	College attending in 2020-2021 (if applicable)
		Self	Yes	University of Idaho

By signing below, I/we certify that the above information is true and correct to the best of my knowledge and belief. If asked by an authorized official, I agree to provide additional proof of the information provided on this form. I understand that purposely providing false or misleading information on this form may result in reduction of financial aid, fines and/or imprisonment in this and/or future years.

**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.

Print 1 page  
Destination: Save as PDF  
Pages: All  
Pages per sheet: 1

Save Cancel

### Printing/Saving a PDF in Acrobat:

Print

Printer: Adobe PDF  
Copies: 1  
Pages: All  
Page Sizing & Handling: Fit  
Orientation: Auto portrait/landscape


Print in grayscale (black and white)  
Save ink/toner

Comments & Forms  
Document and Markups  
Summarize Comments  
Scale: 100%  
8.5 x 11 Inches

Page 1 of 1

Print Cancel


## Step 7: Upload the new PDF



Aid Year:  V-Number: \_\_\_\_\_ Name: \_\_\_\_\_

Documents to Upload

Documents Needed	Status	Download Form	Upload Document
Signed Copy of Parent's Amended 2018 Tax Return	E - Unsatisfied		<a href="#">Upload</a>
Household Size Verification Form - Dependent Student	E - Unsatisfied	<a href="#">Download HHSDP form</a>	<a href="#">Upload</a>
Student 2018 Tax Return Transcript	E - Unsatisfied		<a href="#">Upload</a>
Verification of Income Dependent Student Non-Filer	E - Unsatisfied	<a href="#">Download VSNFD form</a>	<a href="#">Upload</a>



**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.

### University of Idaho VandalWeb

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#### 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.

[UPLOAD NOW](#)

ALL required documents must be received before your financial aid file can be completed.

The status of each document you submit will change from **Unsatisfied** to **Pending**

#### Unsatisfied Requirements

Requirement	Status	As of Date	Fund
<b>Household Size Verification Form - Dependent Student</b> - Household size form - Dependent student	Pending	Oct 18, 2019	
Signed Copy of Parent's Amended 2018 Tax Return - A signed copy of parent's 2018 1040X amended tax return	Unsatisfied	Oct 18, 2019	
Student 2018 Tax Return Transcript - You should use the IRS Data Retrieval Tool through the FAFSA to resolve this request if possible (for more information, visit <a href="https://www.uidaho.edu/financial-aid/apply-for-aid/fafsa">https://www.uidaho.edu/financial-aid/apply-for-aid/fafsa</a> ). If you are unable to use the IRS DRT, provide a signed copy of your 2018 federal tax return.	Unsatisfied	Oct 18, 2019	
<b>Verification of Income Dependent Student Non-Filer</b> - Non-filer income verification form - Dependent	Unsatisfied	Oct 18, 2019	

