

## How to Complete and Submit Forms

1. Download and install [Adobe Acrobat Reader](#)
2. Visit the Student Checklist at [My.UCMerced.edu](http://My.UCMerced.edu) and click on the form/requirement you'd like to complete

* Requirement	Status	Submit Online	Office	Academic Year	Deadline
✗  Proof of Citizenship Status Required	Unsatisfied	<a href="#">Submit Online</a>	Financial Aid	2020-21	01-JUN-2020
✗  Verification of Dependency Status	Unsatisfied	<a href="#">Submit Online</a>	Financial Aid	2020-21	01-JUN-2020

**Legend**

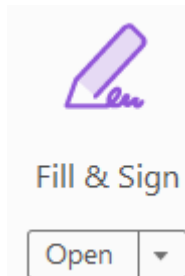
- ✗ The item is unsatisfied or incomplete. You need to complete an action.
- ⚠ The item is either under review or in a pending status, this item will update once it has been reviewed. There is nothing more for you to do at this time.
- ✓ This item is complete. There is nothing more for you to do.

[Submit Online](#) Documents are required to complete this item. Use this feature to upload what has been requested.

Note: Check your UCM email for details about these items or contact the Students First Center at 209-228-7178 or [studentsfirst@ucmerced.edu](mailto:studentsfirst@ucmerced.edu)

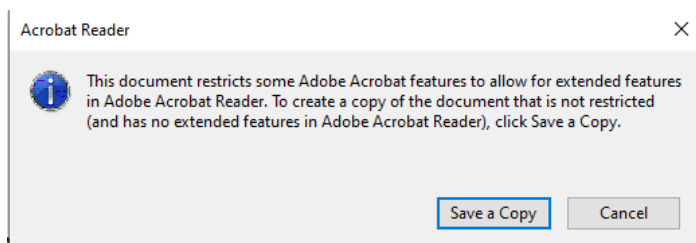
**Tip:** [Click here for tips about how to Understand Your Checklist](#)

3. Download the form and open in Acrobat Reader
4. Read the form instructions thoroughly and complete the form. Do not leave any spaces blank. If an answer does not apply, enter zero (0) or N/A.
5. In Acrobat Reader, select “Tools”, then “Fill & Sign”



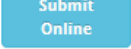
6. Click “Sign”, then “Add Signature”
7. Click “Draw” and sign your signature with your mouse. You can also add an image of your written signature. **We do not accept typed signatures.**
8. Date the form

9. Click “File”, “Save As”, then save as the name of the form with your name on it. If the system prompts you, select “Save a Copy”.



## 10. Submit the form

### a. Upload to your checklist

- Click “Submit Online” 
- Select “Browse” and select your document to upload. If you need to attach supportive documentation, you can upload multiple files by holding down shift when you upload multiple files.
- Click “Upload”

**Tip: You can also upload photos of printed and signed documents.**

### b. Fax to our office at (209) 228-7861

### c. Mail printed and signed forms to our office:

UC Merced Financial Aid  
5200 N. Lake Road  
Merced, CA 95343

## Submission Tips

- You can upload photos of printed and signed documents
- Don’t forget to attach or upload supportive documentation for forms that require it
- Do not email forms to our office—email is not a secure form of transmission

## Contact Us

- Visit our website: [financialaid.ucmerced.edu](https://financialaid.ucmerced.edu)
- Email us: [finaid@ucmerced.edu](mailto:finaid@ucmerced.edu)
- Give us a call: (209) 228-7178