How to Complete and Submit Forms

1. Download and install Adobe Acrobat Reader.

*	REQUIREMENT	STATUS	OFFICE	ACADEMIC YEAR	DEADLINE
☒	Parent 1 2018 Federal Income Tax Return or Transcript	Unsatisfied	Financial Aid	2020-21	01-JUN-2020
☒	High School Diploma or Equivalent Verification	Unsatisfied	Financial Aid	2020-21	01-JUN-2020
☒	Dependent Verification Worksheet	Unsatisfied	Financial Aid	2020-21	01-JUN-2020
☒	COVID-19 Training	Unsatisfied	Students First Center	2020-21	25-AUG-2020
☒	Award Terms and Conditions	Unsatisfied	Financial Aid	2020-21	
☒	Graduation Application	Reviewed, Will Not Graduate	Registrar	2020-21	
☒	Verification Process	Unsatisfied	Financial Aid	2020-21	

2. Visit *My Checklist* at connect.ucmerced.edu and click on the form/requirement you'd like to complete.

   Tip: Click here for tips about how to Understand Your Checklist
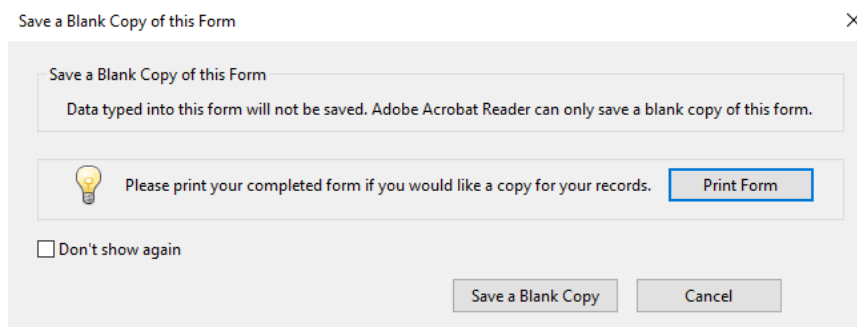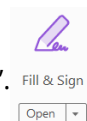
3. Download the form and open in Acrobat Reader.

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. Signing the form
   a. Electronically
      i. In Acrobat Reader, select "Tools", then "Fill & Sign". **Fill & Sign** Open ▾
      ii. Click "Sign", then "Add Signature".
      iii. Click "Draw" and sign your signature with your mouse. You can also add an image of your written signature. We cannot accept typed signatures.
      i. Date the form.
      iv. Click "File", "Save As", then "Print Form"

Save a Blank Copy of this Form ✕

Save a Blank Copy of this Form

Data typed into this form will not be saved. Adobe Acrobat Reader can only save a blank copy of this form.

💡 Please print your completed form if you would like a copy for your records.   Print Form

☐ Don't show again

Save a Blank Copy   Cancel

      v. When choosing your "printer", choose "Adobe PDF" and click "Print"
      vi. Then, save the file to a trusted folder on your computer.

See next page for Print & Sign instructions

    b. Print & Sign
        i. Print form.
        ii. Sign and date form.
        iii. Scan or take a picture of the document (verify that document is clear).

6. Submit the form
    a. Upload to your checklist.
        i. From the My Checklist section of your UC Merced Connect portal, click on requirement you are submitting your document for.
        ii. Select "Browse" and select your document to upload. You can upload multiple files by holding down shift when you select your files.

Document	Parent 1 2018 Federal Income Tax Return or Transcript
Department	Financial Aid
Term/Aid Year	2020-21

Browse... No files selected.

Up to 10 files may be uploaded, and each file may be up to 10 MB in size. You MUST select more than one file (if applicable) at the same time by using the "shift" key or the "command" key, depending on the type of operating system you are using.

NOTE: Documents with multiple pages such as tax returns/transcripts should be converted into one of the following document types: PDF, JPEG, PNG or TIFF.

        iii. Click "Upload".
            💡 Tip: You can also upload photos of printed and signed documents.

    b. Submit printed and signed forms in-person through the Students First Center

    c. Mail printed and signed forms to our office:
        UC Merced Financial Aid
        5200 N. Lake Road
        Merced, CA 95343

Submission Tips
- Include your UCM Student ID number on your documents (especially if faxing or mailing documents).
- 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
- Email us: financialaid.ucmerced.edu/contact_us
- Call the Students First Center: (209) 228-7178

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