

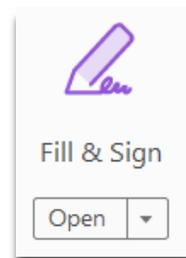
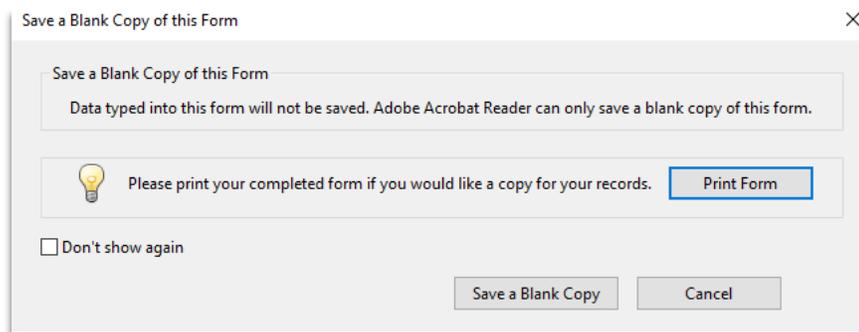
How to Complete and Submit Forms

1. Download and install [Adobe Acrobat Reader DC \(free\)](#).
2. Visit *My Checklist* at connect.ucmerced.edu and click on the form/requirement you'd like to complete.

*	Requirement	Status	Office	Academic Year	Deadline
<input checked="" type="checkbox"/>	Student with Dependents	Unsatisfied	Financial Aid	2026-27	01-JUN-2026
<input checked="" type="checkbox"/>	Award Terms and Conditions	Unsatisfied	Financial Aid	2026-27	
<input checked="" type="checkbox"/>	Title IV Authorizations	Unsatisfied	Financial Aid	2026-27	
<input checked="" type="checkbox"/>	Verification of Dependency	Unsatisfied	Financial Aid	2026-27	

 [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".
 - 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"



- 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.

Document	Student with Dependents
Department	Financial Aid
Term/Aid Year	2026-27

No file chosen

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.

ii. Select "Browse" and select your document to upload. You can upload multiple files by holding down shift when you select your files.

iii. Click "Upload".



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

b. 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
- Give the Students First Center a call: (209) 228-7178