

Dear Student:

STOP. Before you continue please review the following steps before uploading your documentation:

1. Review your [To Do List](#) to ensure you are submitting all required financial aid documentation. We do not process incomplete documents.
2. All documents must be manually signed. Unfortunately, at this time we cannot accept digital signatures.
3. Upload all documents in one single file
4. ONLY upload once and do not resubmit documents unless the office instructs you to do so.
5. If you are submitting a SAP appeal or have questions about a TAP appeal, please follow up directly with the Office of Student Affairs by email at StudentAffairs@citytech.cuny.edu
6. If you are submitting an ISIR correction worksheet please use this link http://www.citytech.cuny.edu/financial-aid/docs/forms/2020-21/20_21_CORRECTION_WKSHT1.pdf and just fill out the top portion only.

Note: Once documents are uploaded you **will not** receive a confirmation email however you will receive a prompt that the file was uploaded successfully. Wait a minimum of 21 days to go back to your To Do list to ensure your checklist has been marked Received”.

Due to high volumes of documents, please allow up to 6 weeks for processing

Uploading a Student Document through CUNYfirst

There may be times when you are required to upload a scanned document, completed form, file or record to securely submit the following types of information to your college or the University:

- Financial aid documents
- Health services documents
- Registrar/student record documents

Note that file names for your uploaded documents should be descriptive and include your name so they are easier for administrative staff to work with—especially if multiple files are uploaded concurrently. Avoid file names like Scan-129-04042020.pdf or 20200404_133911.jpg.

To upload and submit documents using CUNYfirst:

1. Log into CUNYfirst.
2. Select **Campus Solutions > Self Service > Document Upload**.

The Document Upload page is displayed with your name and emplid.



3. Using the **Document Class** drop-down menu, select one of the following document classes corresponding to the document to be uploaded:

- Financial Aid
- Health Services
- Registrar

A Document Type drop-down menu is added to the Document Upload page.

A screenshot of the 'Document Upload' page. At the top, it says 'Document Upload'. Below that, it displays 'Student Name' and 'ID: 99999999'. There is a section titled 'Select the Document Class and Type' with a blue header. Below this section, there is instructional text: 'Please choose the appropriate document class and type in the below drop-down to upload your documents. You will be transferred to the Student Document Repository system.' and 'Please make sure your pop-up blocker is disabled. Remember to close the browser tab after you finish your upload.' Another note says: 'Also, note that multiple files of the same Document Class and Document Type may be uploaded and each file uploaded must be less than 20 MB in size.' At the bottom, there is a 'Document Class' drop-down menu.

- Using the **Document Type** drop-down menu, select the type of document being uploaded.
- Click on the >> (“Go”) button to the right of the **Document Type** drop-down menu.

A message displays to inform you that you are transferring to the Student Documents Repository system.

- Click the **OK** button to continue with the document upload.

If you are presented with a Student Documents Repository login prompt, enter your CUNY Login credentials and click **Log In**.

A Student Documents Repository page is displayed with your name, emplid and the document class and type selections from CUNYfirst.

- Click the **Choose Files** button to open your computer’s file manager/explorer tool.

Notes:

You can select multiple files to upload for the document type selected. Each file to be uploaded must be less than 20 MB.

The selected file name is displayed next to the **Choose Files** button.

- If you need to confirm or change the document type before uploading the file, click the **Document Type** drop-down menu.

- Click the **Add** button at the lower right of the window to upload the file.

If you encounter an error message during the file upload, contact your campus help desk or wait a while before trying to upload the file again.

- Click **Close** when the upload confirmation message is displayed.

- After the file is uploaded, do one of the following:
 - Return to CUNYfirst to upload another document without having to log into the Student Documents Repository again

- Close the Student Documents Repository page if you are done uploading files and want to return to other applications in the browser window
- Click on your CUNY Login username at the top of the Student Documents Repository page and select **Logout**

End of procedure.