



Office of Financial Aid Upload Process

Once you have applied for financial aid, you may be required to submit additional information for review. The following steps will guide you through the upload process and show you how to properly submit necessary documentation. Visit scarlethub.rutgers.edu/upload to see if you currently have outstanding documents to submit.

RUTGERS Office of Financial Aid

Document Upload Form

UPLOAD

Student ID (RUID)

You must login with your NetID and password to use this upload form. Your name and student ID will be automatically filled when you login. Please click the **Login** button to the right to login.

Login **1**

Student Information

First Name

Rutgers Email Address

STEP ONE

GO TO SCARLETHUB.RUTGERS.EDU/UPLOAD CLICK "LOGIN" AND LOG IN WITH YOUR NETID AND PASSWORD. YOUR STUDENT INFORMATION WILL APPEAR.

Please allow 72 hours for processing of these attachments.

For more details about all of your required documents, please visit the Check Required Documents page.

2 Select your Aid Year:

2020-21

Attach Document 2019-20

STEP TWO

SCROLL DOWN AND SELECT THE AID YEAR THAT THE DOCUMENTS YOU ARE SUBMITTING FALL UNDER. YOUR LIST OF REQUESTED DOCUMENTS WILL APPEAR. BE SURE TO VISIT SCARLETHUB.RUTGERS.EDU/DOCS FOR A FULL LIST OF ITEMS YOU ARE REQUIRED TO COMPLETE.

Requested Document	
Direct Loan Master Promissory Note (MPN)	<input type="checkbox"/>
Entrance Counseling (EC)	<input type="checkbox"/>
High School Completion (HSC)	<input type="checkbox"/>
Statement of Educational Expenses (SEE)	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>



Select your Aid Year: 2020-21

Attach Documents **3**

Requested Document	Attached
Direct Loan Master Promissory Note (MPN)	<input checked="" type="checkbox"/>
Entrance Counseling (MPN)	<input type="checkbox"/>
High School Completion (MPN)	<input type="checkbox"/>
Statement of Educational Expenses (SEI)	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

4

Completed_Document.png

Browse... No file selected.

Add Close

STEP THREE

CHECK THE BOX FOR THE REQUESTED DOCUMENT YOU ARE ABOUT TO UPLOAD AND CLICK "ATTACH DOCUMENTS."

STEP FOUR

WHEN THE POP-UP BOX APPEARS, CLICK "BROWSE" TO SELECT THE DOCUMENT ON YOUR COMPUTER.

NOTE

IF YOU NEED TO UPLOAD MULTIPLE FILES FOR A SINGLE REQUESTED DOCUMENT, CLICK "ADD" AND REPEAT THE BROWSE PROCESS IN STEP THREE.

Submit

STEP FIVE

ONCE YOU HAVE SUCCESSFULLY UPLOADED ALL OF YOUR REQUESTED DOCUMENTS, CLICK "SUBMIT."

Requested Document	Attached
Direct Loan Master Promissory Note (MPN)	<input checked="" type="checkbox"/>
Entrance Counseling (MPN)	<input checked="" type="checkbox"/>
High School Completion (MPN)	<input checked="" type="checkbox"/>
Statement of Educational Expenses (SEI)	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

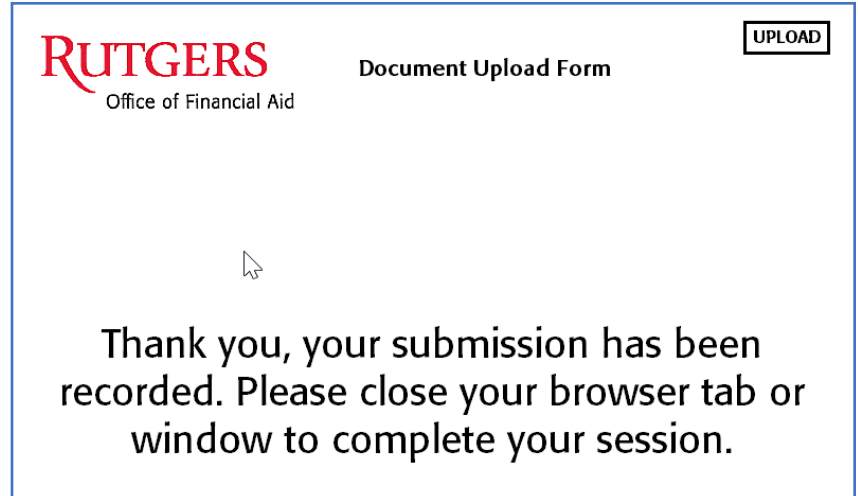
5 Submit



Helpful Tips

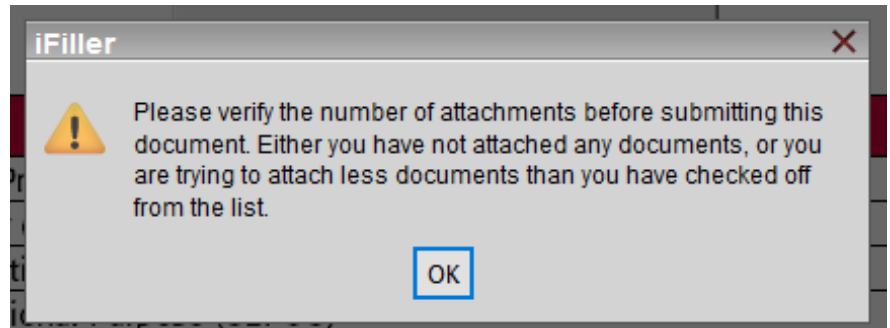
TIP

AFTER YOU CLICK “SUBMIT,” THIS SCREEN WILL APPEAR AND CONFIRM THAT YOUR SUBMISSION HAS BEEN RECORDED. **PLEASE ALLOW 3 BUSINESS DAYS** FOR YOUR DOCUMENTS TO BE PROCESSED AND YOUR REQUEST FOR DOCUMENTS PAGE TO BE UPDATED.



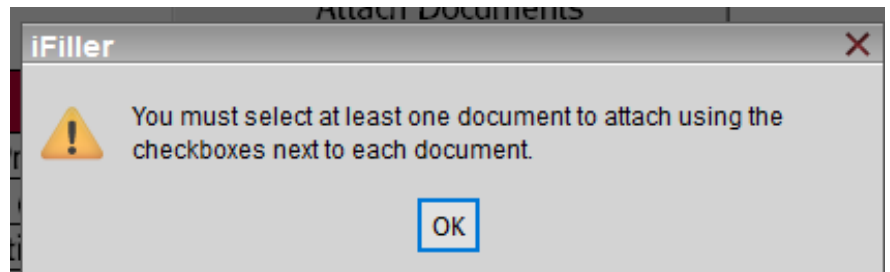
TIP

IF YOU RECEIVE THIS **ERROR MESSAGE**, YOU DID NOT UPLOAD ANY DOCUMENTS OR SUBMITTED LESS DOCUMENTS THAN THE NUMBER YOU CHECKED OFF.



TIP

IF YOU RECEIVE THIS **ERROR MESSAGE**, YOU FORGOT TO UPLOAD YOUR DOCUMENT(S).



TIP

IF YOU RECEIVE THIS **POP-UP MESSAGE**, YOU *CURRENTLY* DO NOT HAVE ANY OUTSTANDING DOCUMENTS FOR THE SELECTED AID YEAR.

