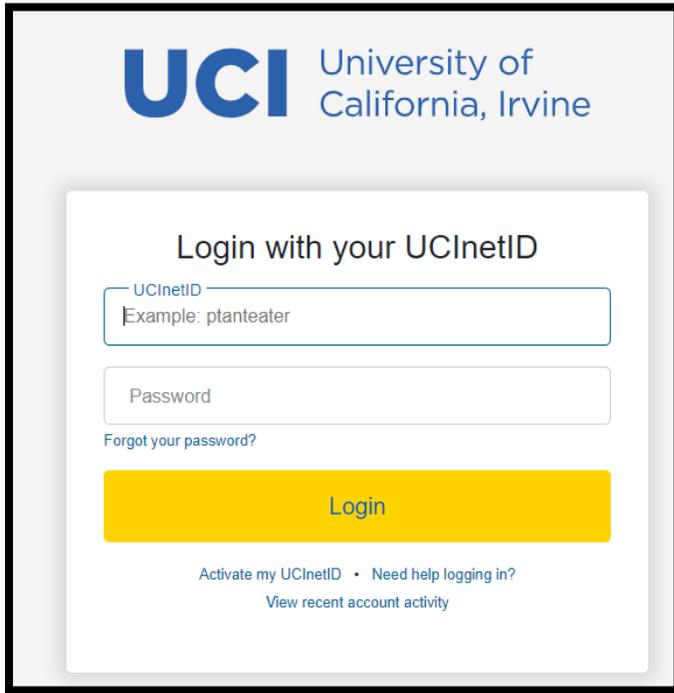
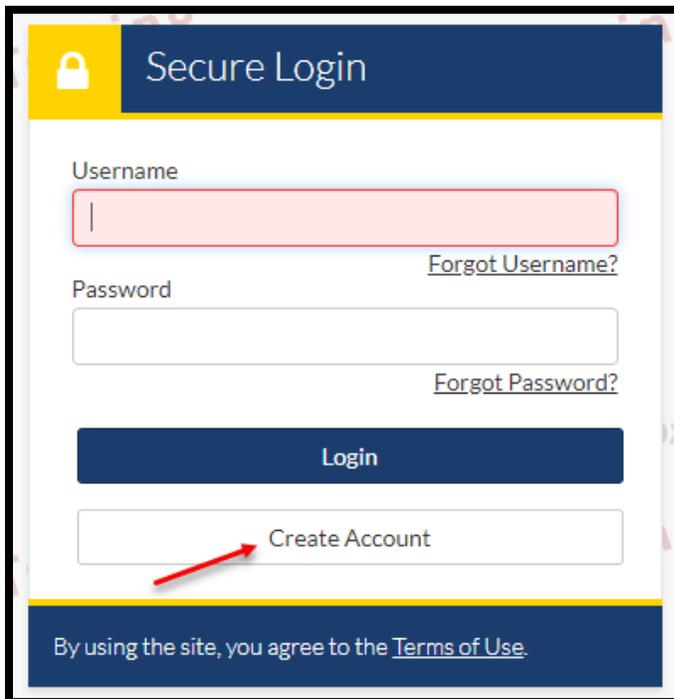


1. To upload your Housing Contract/Lease Agreement to the UCI Financial Aid Office, please visit: <https://uci.verifymyfafsa.com>
2. Login with your UCInetID and Password

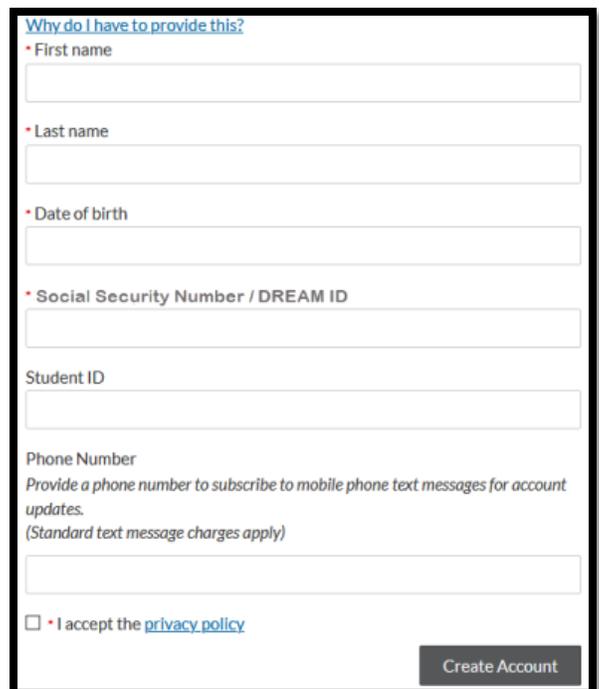


The image shows the UCI login page. At the top left is the UCI logo and the text "University of California, Irvine". Below this is a white box with the heading "Login with your UCInetID". Inside the box, there are two input fields: "UCInetID" with an example "Example: ptanteater" and "Password". Below the password field is a link "Forgot your password?". A large yellow button labeled "Login" is centered below the fields. At the bottom of the white box are three links: "Activate my UCInetID", "Need help logging in?", and "View recent account activity".

3. Once you login with your UCInetID, you will be required to create an account if the following screen appears below. **It is important that when you create your account, you enter your name, date of birth and social security number (For Dreamers, enter your Dream Act ID #) exactly how it appears on the FAFSA/CADAA.** If you have already created an account in the past, this step will automatically be skipped and you will be directed to step 4 below.

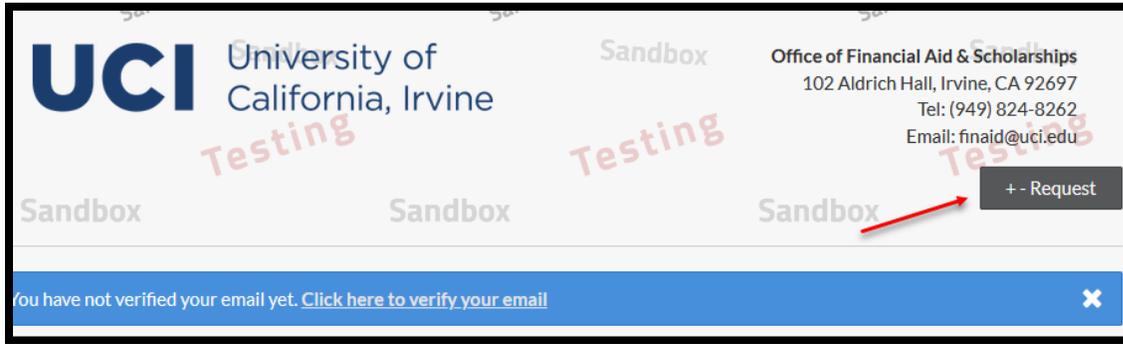


The image shows the "Secure Login" page. It has a dark blue header with a lock icon and the text "Secure Login". Below the header are two input fields: "Username" and "Password". There are links "Forgot Username?" and "Forgot Password?" next to their respective fields. A dark blue button labeled "Login" is below the password field. Below the login button is a white button labeled "Create Account" with a red arrow pointing to it. At the bottom of the page is a dark blue footer with the text "By using the site, you agree to the [Terms of Use](#)."



The image shows the account creation page. At the top is a link "Why do I have to provide this?". Below this are several input fields: "First name", "Last name", "Date of birth", "Social Security Number / DREAM ID", "Student ID", and "Phone Number". Below the phone number field is a note: "Provide a phone number to subscribe to mobile phone text messages for account updates. (Standard text message charges apply)". At the bottom left is a checkbox "I accept the [privacy policy](#)". A dark blue button labeled "Create Account" is at the bottom right.

- Once you are successfully logged in, Click “Request” on the top right hand corner for a list of documents to upload.



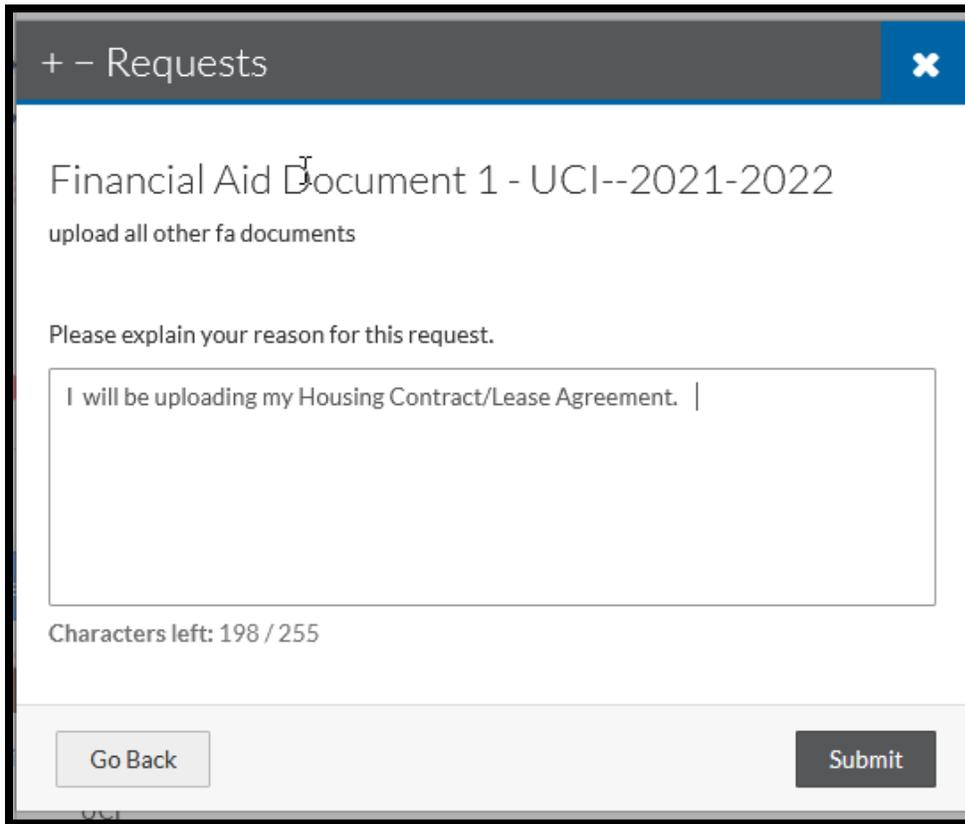
- To Upload your Housing Contract/Lease Agreement**, go to the 2021-2022 column and select the Green Plus sign to any of the **Financial Aid Document 1-5** or the **Financial Aid Miscellaneous Document – UCI** if the Green Plus sign is still available next to the document request.

You can request to open an appeal or upload a specific document, or close the request if you no longer wish to proceed. Any item with a green addition button may start the request process, but you may only request that item one at a time. You can cancel a request with the red cancel button, but once the item has been sent to review by the school you may not cancel the request. If you are unsure which award year to choose for a request, please confirm with your school.

	2021-2022	2020-2021
SAP Appeal	 	 
Emergency Fund Application	 	 
Cost of Attendance Adjustment	 	 
CalVet College Fee Waiver - UCI	 	 
Consent for Release of Financial Aid Information - UCI	 	 
Financial Aid Document 1 - UCI	 	 
Financial Aid Document 2 - UCI	 	 
Financial Aid Document 3 - UCI	 	 
Financial Aid Document 4 - UCI	 	 
Financial Aid Document 5 - UCI	 	 
Financial Aid Miscellaneous Document - UCI	 	 
Loan Cancellation Request Form -	 	 

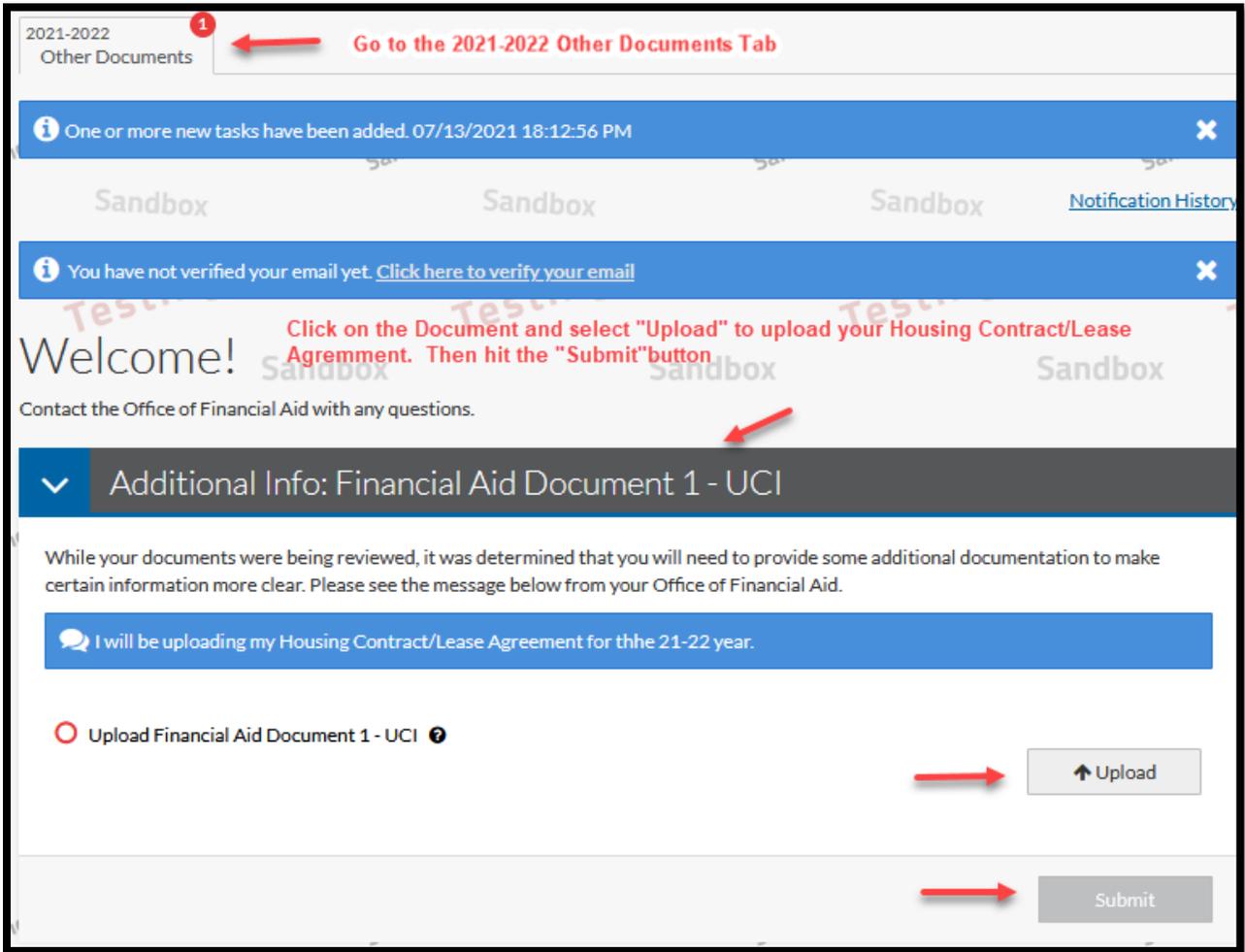
- Financial Aid Document 1 through Financial Aid Document 5-UCI:** These options can be used to upload your Housing Contract/Lease Agreement if the Green Plus button is still available.
- Financial Aid Miscellaneous Document-UCI:** This option can also be used to upload your Housing Contract/Lease Agreement if the Green Plus button is still available.

- Once you have selected the appropriate document to upload, the following pop-up box will appear. You will need to enter a reason for the request. If you are uploading your housing contract/lease agreement, you can provide a simple reason as the one below then hit "Submit".

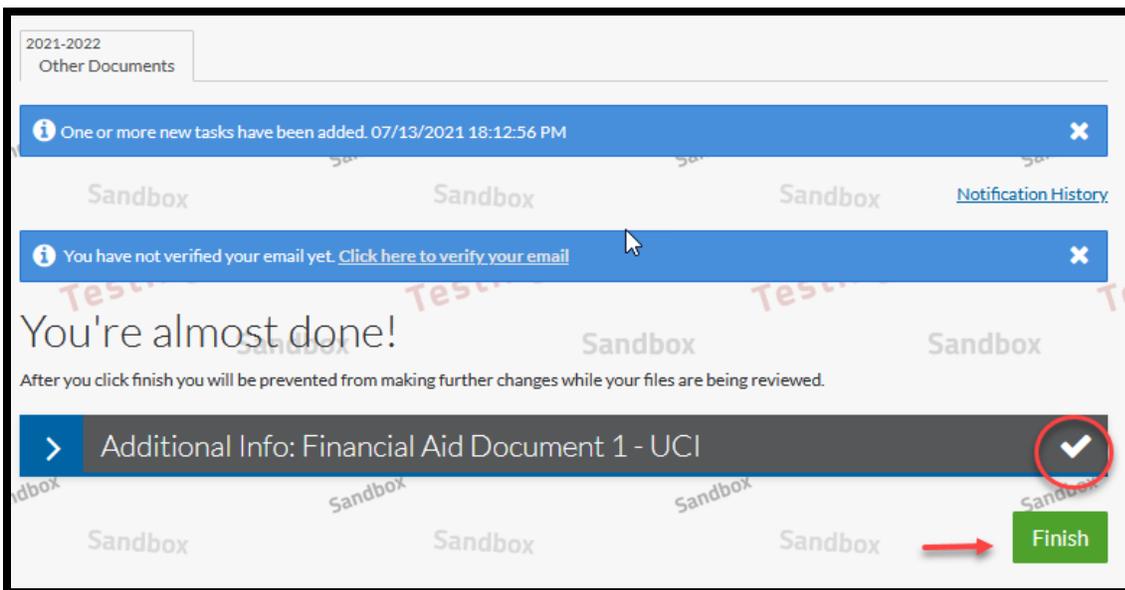


The screenshot shows a pop-up window titled "+ - Requests" with a close button (X) in the top right corner. The main content area displays the document title "Financial Aid Document 1 - UCI--2021-2022" and the instruction "upload all other fa documents". Below this, a prompt reads "Please explain your reason for this request." followed by a text input field containing the text "I will be uploading my Housing Contract/Lease Agreement. |". At the bottom left of the input area, it says "Characters left: 198 / 255". The bottom of the pop-up features two buttons: "Go Back" on the left and "Submit" on the right.

- Once a request to upload a document has been selected, go to the "2021-2022 Other Documents" tab and click on the document that you just requested. Select "Upload" to upload your Housing Contract/Lease Agreement and hit the "Submit" button. **See the following screen shots.**



- Once you have submitted your housing contract/lease agreement, hit the "Finish" button to finalize the submission.
A Check Mark will appear if you have successfully uploaded that document. **See the following screen shot.**



Please note: Due to COVID-19 and the campus closure, please be aware that there may be a delay in the processing of your request. We appreciate your understanding and patience as our office adjust to these new processes.