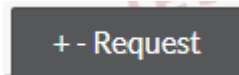


Online SAP Appeal Request Instructions -

1. Prior to accessing a SAP appeal form online, you will first need to create and register your account here (link this to <https://uci.verifymyfafsa.com>)

Once you have done this and logged in, select the 'Request' button in the top right hand corner of the screen.



2. Then, click the green 'plus' sign to open an online SAP appeal request for the appropriate year. If you are appealing for the Summer 2020 or any term in the 2020-2021 academic year, request the SAP appeal under the 2020-2021 year.

+ - Requests

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.

	2020-2021	2019-2020
SAP Appeal		
Emergency Fund Application		
2018 Parent Tax Information - UCI		
2018 Student / Spouse Tax Information- UCI		
2020-2021 Signed Verification Worksheet - 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		

Cancel

3. Once you open a SAP appeal request, enter a short comment with the following information:
 - Specify the area that you are deficient in (GPA, Units or Quarters)
 - Specify the quarter you are appealing for
 - Hit "Submit" to start your SAP appeal task.

***Please note:** This is not your statement. You will be asked to provide a more detailed statement later in the process explaining the extenuating circumstances that caused your deficiency and how you plan on making progress in the future.

+ – Requests

SAP Appeal--

Please provide only the following information in the box below:

1. What you are deficient in (GPA, Units or Quarters/Semesters)

2. The Term that you are appealing for (Fall, Winter or Spring)

3. Expected date of graduation

Please explain your reason for this request.

Enter your comments...

You must enter at least 3 characters in the comments field.

Characters left: 255 / 255

Go Back

Submit

4. Once you have submitted your request, you will need to complete the “SAP Appeal Web Form”. Click “Fill Out” to complete and provide a detailed statement. You will also be required to upload “Supporting Third Party Documentation”. These are documents that support your extenuating circumstances (i.e., doctor’s note, receipts, death certificates, etc...)

▼

SAP Appeal

You have been identified as having failed to meet Satisfactory Academic Progress. To continue with your SAP appeal you must complete the SAP Appeal web form. When completing the web form you must provide the following in your signed statement:
[Read More](#)

I am deficient in GPA I am appealing for the Fall 2019 quarter

Appeal Status: Open

SAP Appeal Web Form

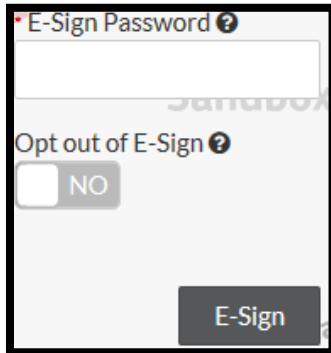
Fill Out

Upload Supporting Third Party Documentation

Upload

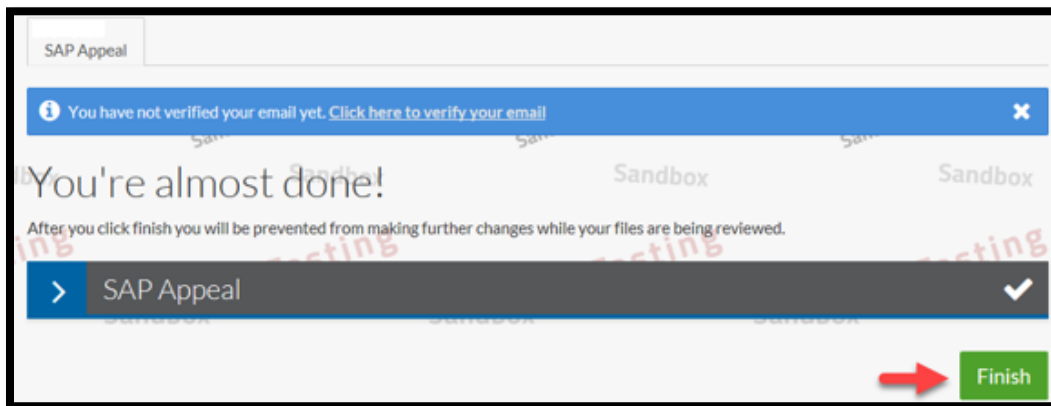
Submit

5. Click the “Submit” button once you have completed all these steps.
6. You will need to provide your E-signature by entering your password (preferred method). You can also opt out of E-Sign. If you opt out of E-sign, you will be required to download the web form, sign it, and then upload it back onto the computer.



A screenshot of a web form titled "E-Sign Password" with a help icon. Below the title is a password input field. Underneath is a section titled "Opt out of E-Sign" with a help icon, containing an unchecked checkbox and a "NO" button. At the bottom right is a dark grey button labeled "E-Sign".

7. Finally, click the “Finish” button to complete and submit your SAP appeal request.



A screenshot of a web interface for an "SAP Appeal". At the top is a tab labeled "SAP Appeal". Below it is a blue notification bar with an information icon, the text "You have not verified your email yet. [Click here to verify your email](#)", and a close icon. The main heading is "You're almost done!". Below this is a line of text: "After you click finish you will be prevented from making further changes while your files are being reviewed." A dark grey progress bar shows a chevron icon, the text "SAP Appeal", and a checkmark icon. At the bottom right, a red arrow points to a green button labeled "Finish".