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.

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.

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...).
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.

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