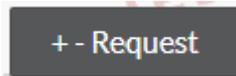


Online SAP Appeal Request Instructions -

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

The screenshot shows a window titled '+ - Requests' with a close button (X) in the top right. Below the title bar is a paragraph of instructions: "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	+	+

At the bottom right of the window is a 'Cancel' button.

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.

The screenshot shows a web form titled "SAP Appeal--" within a "Requests" window. The form asks for specific information and a reason for the request. It includes a list of three required items, a text area for comments, and a character count. At the bottom, there are "Go Back" and "Submit" buttons.

+ – 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

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...)

The screenshot shows the "SAP Appeal" status page. It provides instructions on how to proceed with the appeal, including a link to "Read More". It displays the user's statement and the current appeal status. There are two main tasks listed: "SAP Appeal Web Form" and "Upload Supporting Third Party Documentation", each with a corresponding action button ("Fill Out" and "Upload"). A "Submit" button is located at the bottom right.

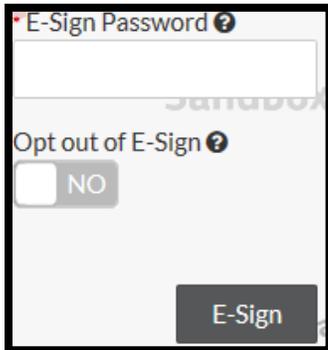
SAP Appeal

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](#)

Appeal Status: Open

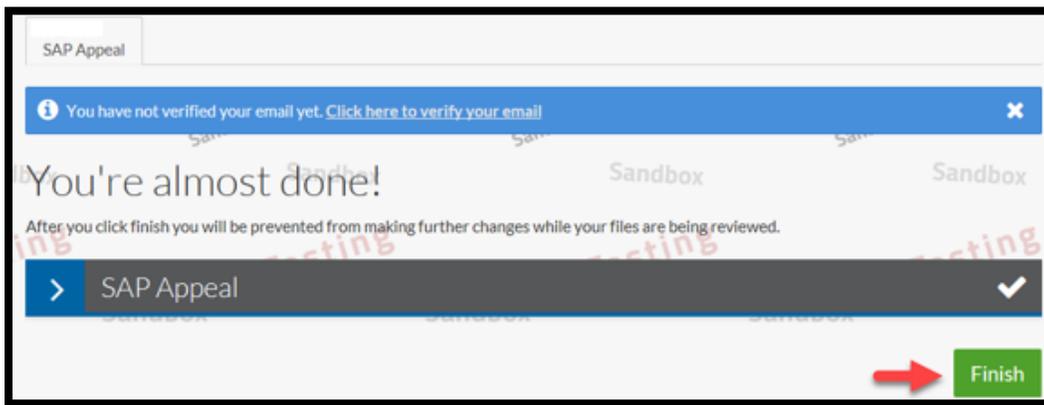
- SAP Appeal Web Form
- Upload Supporting Third Party Documentation

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". It features a text input field for a password. Below the input field is a section titled "Opt out of E-Sign" with a checkbox and the word "NO" next to it. At the bottom right of the form is a dark button labeled "E-Sign".

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



A screenshot of a web page titled "SAP Appeal". At the top, there is a blue notification bar with an information icon and the text "You have not verified your email yet. [Click here to verify your email](#)". Below this, the main heading reads "You're almost done!". Underneath, a smaller line of text says "After you click finish you will be prevented from making further changes while your files are being reviewed." A dark navigation bar contains a right-pointing chevron and the text "SAP Appeal" with a checkmark icon on the right. At the bottom right, a green button labeled "Finish" is highlighted with a red arrow pointing to it.