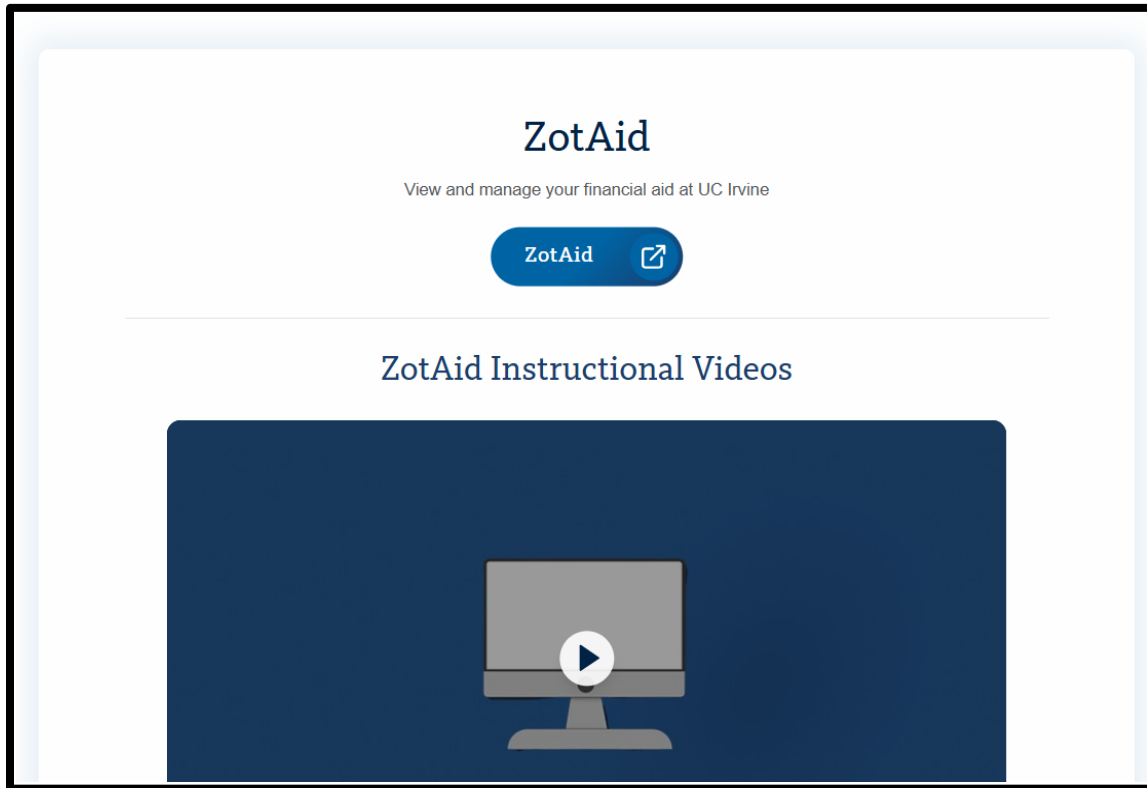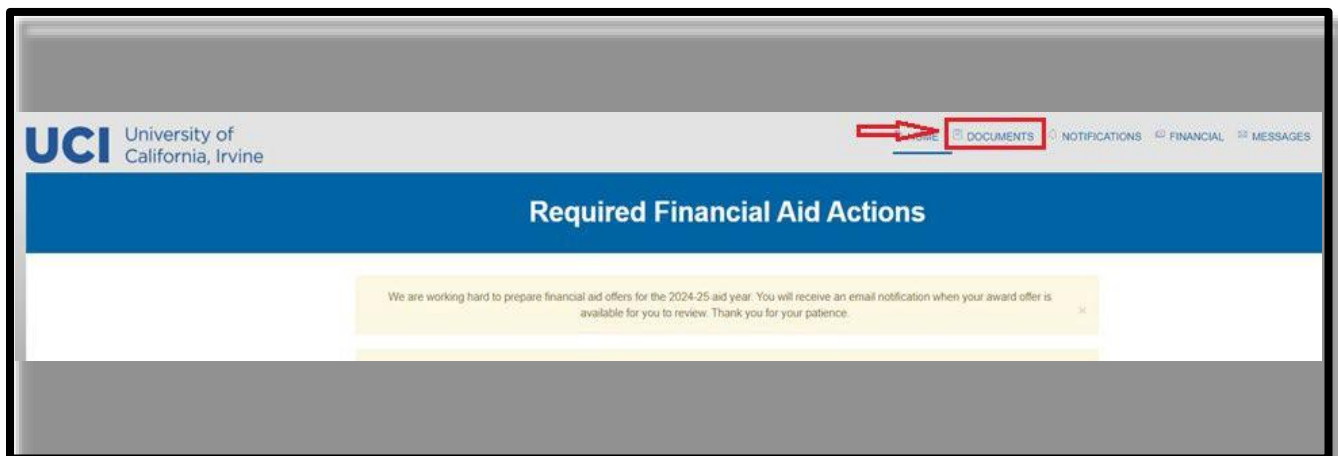# Instructions to submit your 2025-2026 Alternative Loan Certification Request
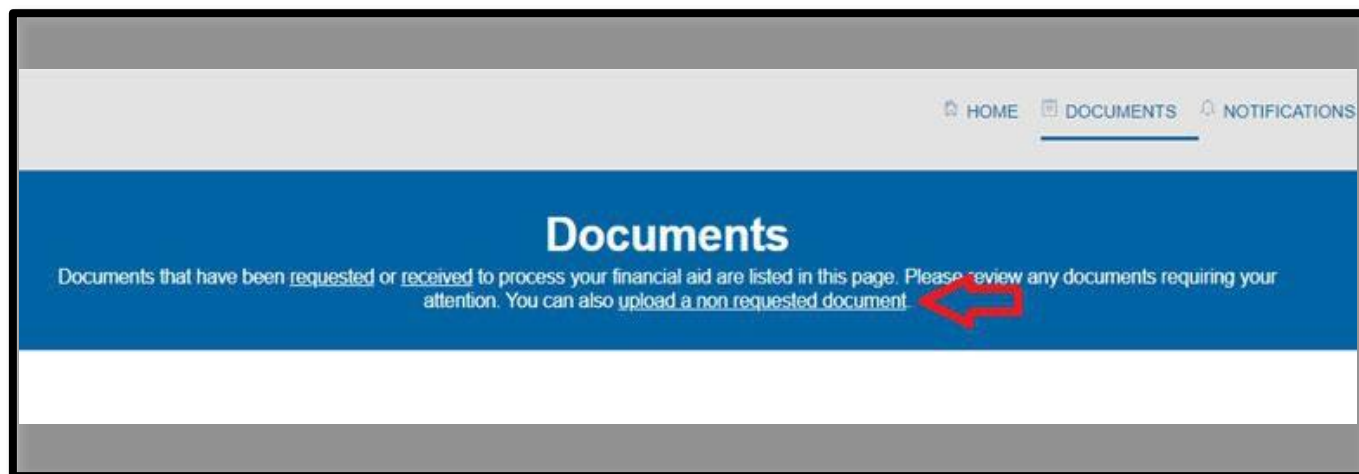
1. **Log onto ZotAid**

2. **Go to Documents Tab**

3. Select "upload a non requested document"

4. Select 'Alternative Loan Certification Request', 'Student' as owner, and '2025-26' as award year:

5. Download the Alternative Loan Certification Request form:

Upload Documents
Upload a Non Requested Document

Document Name	Owner(s)	Award Year	File
Alternative Loan Request Form ⬍	Parent Parent Spouse Student Student Spouse	2024-2025 ⬍	Only PDF, JPEG, GIF

Alternative Loan Request Form

Please download this file and fill in the requested details directly into the document form. Once completed, upload the file to submit the requested document to c

DOWNLOAD

6. Upload the completed form in the area of the screen that says 'CHOOSE A FILE':

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ested Document

File

⬜ CHOOSE A FILE

Only PDF, JPEG, GIF and PNG files with max size of 50MB.