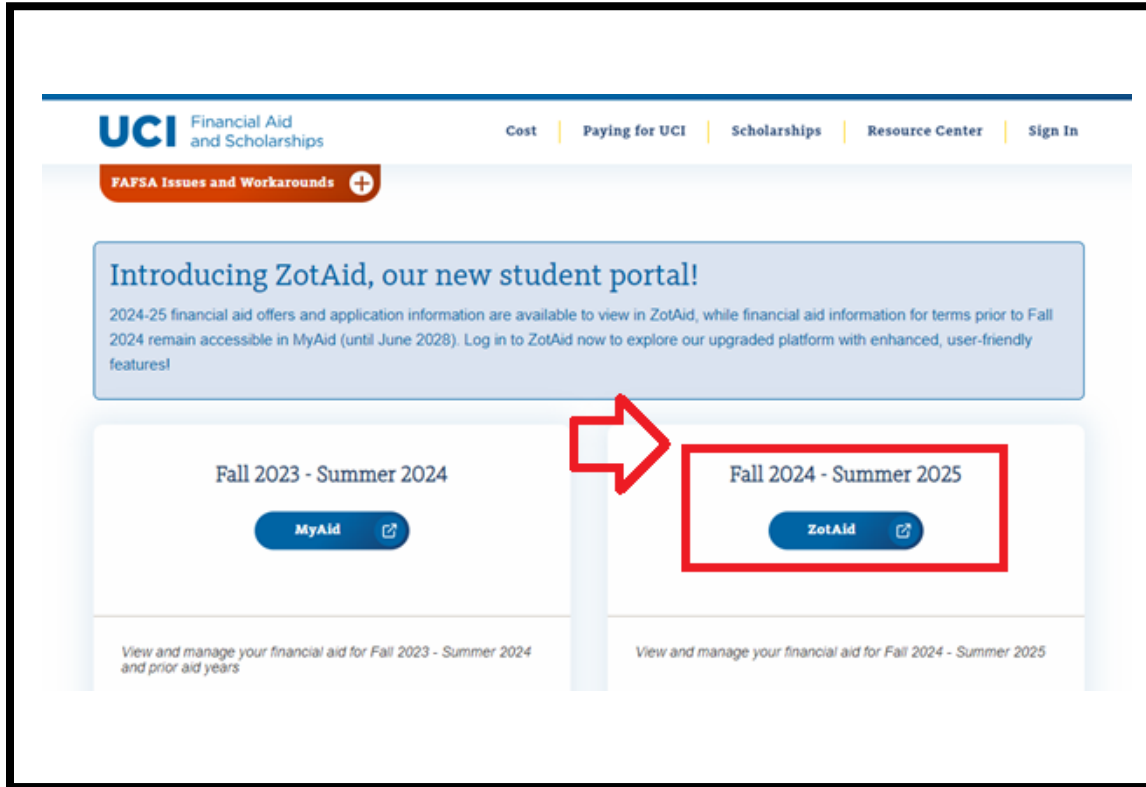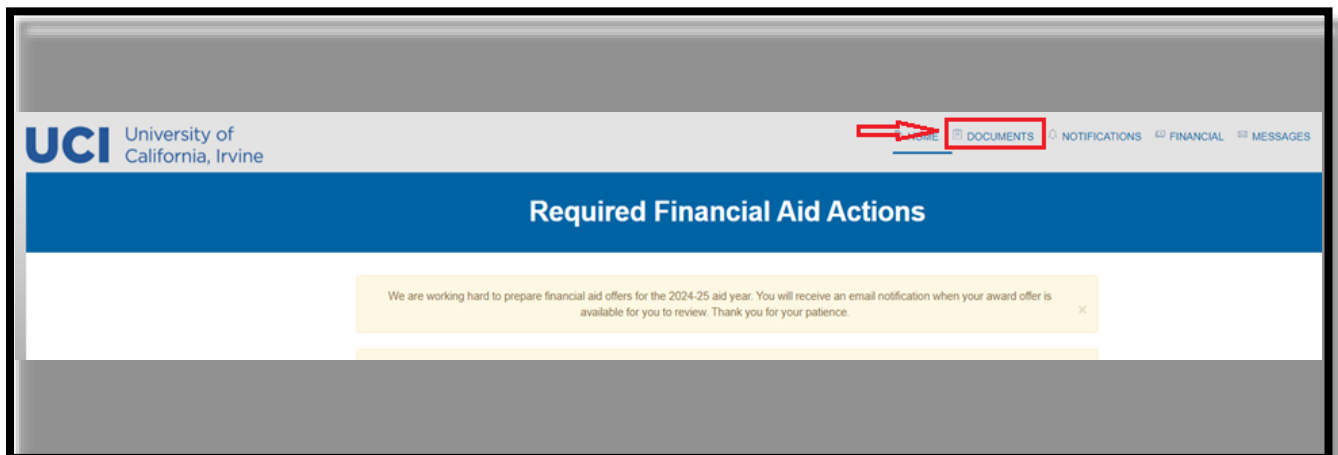# Instructions to submit your 2024-2025 Satisfactory Academic Progress Appeal Request form (and supporting documentation)
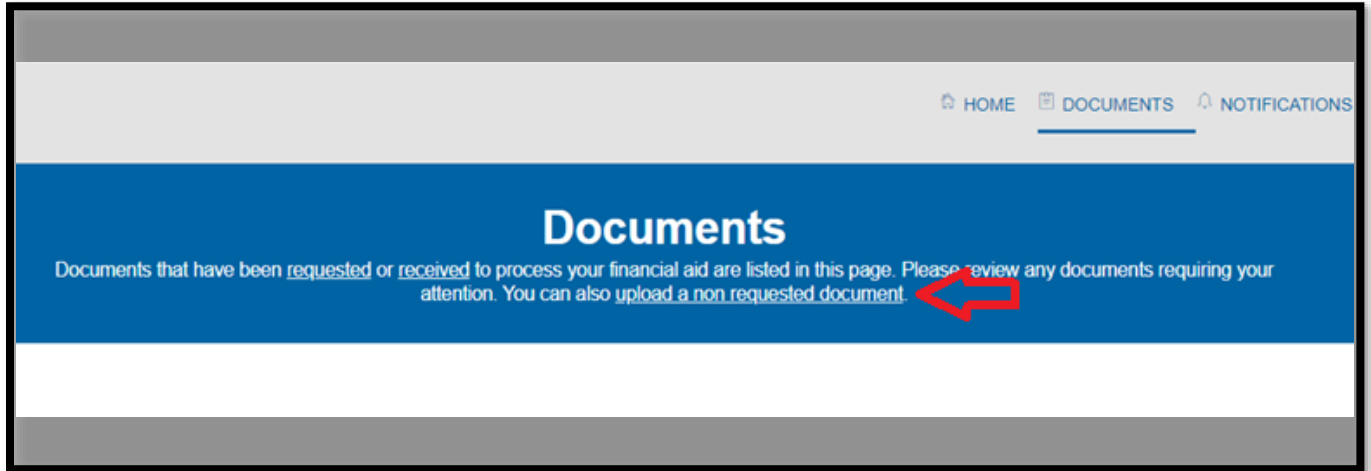
1. **Log onto ZotAid**

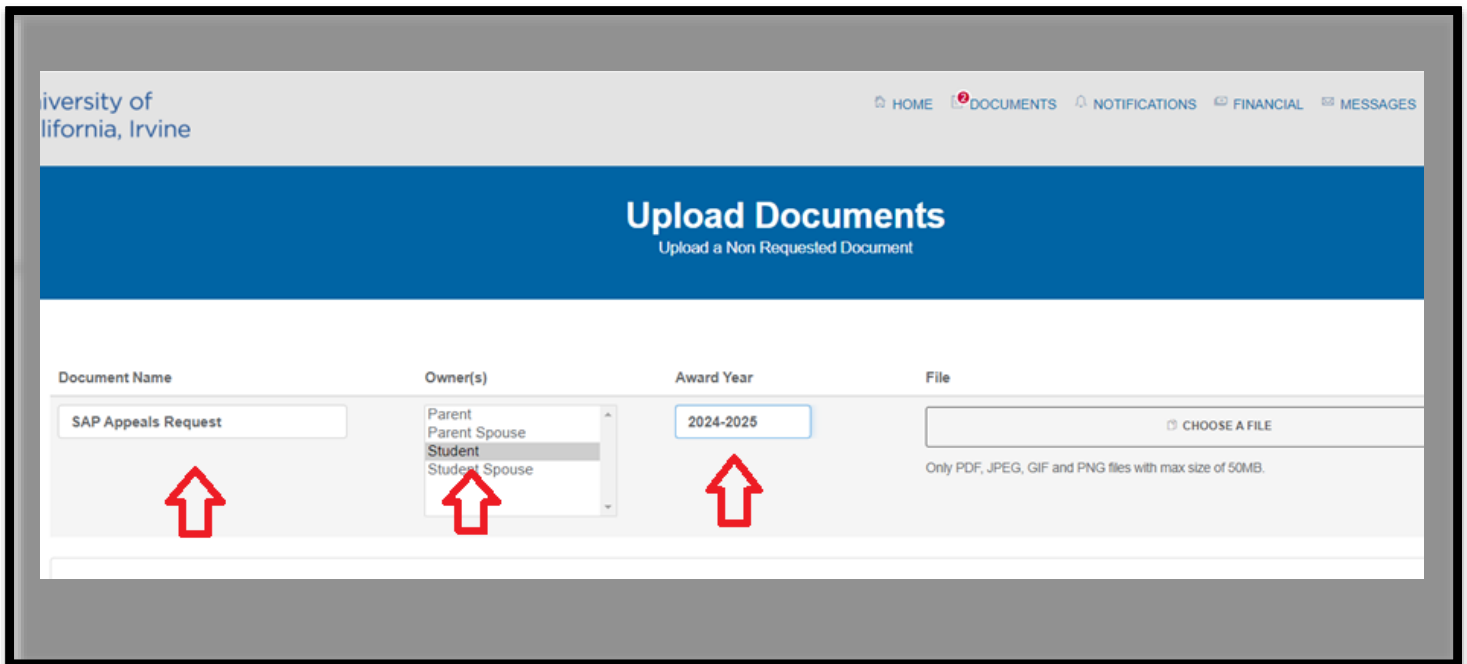2. **Go to Documents Tab**

3. Select "upload a non requested document"

Documents

Documents that have been underlined requested or underlined received to process your financial aid are listed in this page. Please review any documents requiring your attention. You can also upload a non requested document.

4. Select 'SAP Appeals Request', 'Student' as owner, and '2024-25' as award year.

University of
California, Irvine

HOME DOCUMENTS NOTIFICATIONS FINANCIAL MESSAGES

Upload Documents
Upload a Non Requested Document

Document Name	Owner(s)	Award Year	File
SAP Appeals Request	Parent Parent Spouse Student Student Spouse	2024-2025	CHOOSE A FILE Only PDF, JPEG, GIF and PNG files with max size of 50MB.

5. Upload the completed form, along with all supporting documentation, in the area of the screen that says 'CHOOSE A FILE'.