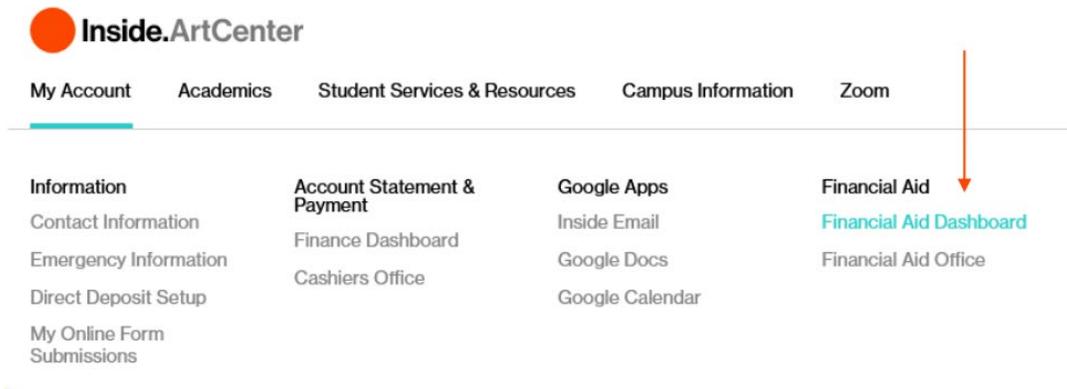


Use the following instructions to review and upload requested financial aid documents. You must submit all requested documents for your financial aid offer to be finalized.

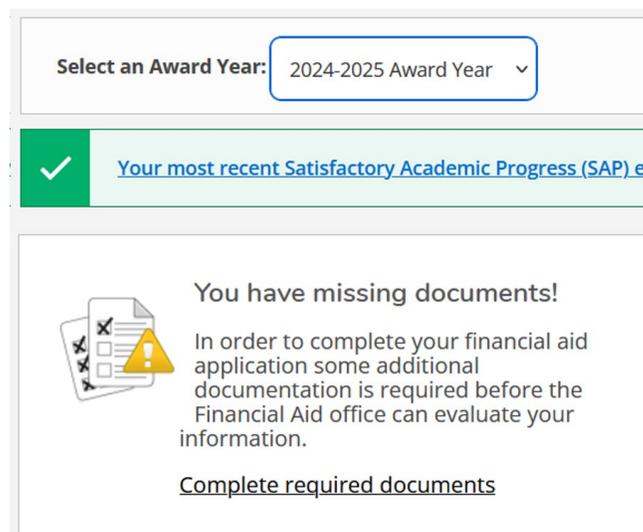
Navigate to your **Financial Aid Dashboard** on [Inside.ArtCenter.edu](https://inside.artcenter.edu) by [clicking this link](#), or:

- Go to <https://inside.artcenter.edu>
- **Log in** using your ArtCenter username and password
- **Enable pop-ups** for inside.artcenter.edu on your browser
- **Hover cursor over *My Account***, then click on *Financial Aid Dashboard*



Once you are on the Financial Aid Dashboard, select the correct academic year from the “Select an Award Year” drop-down menu to view your checklist.

If it is complete, you are good to go! If your checklist says you have missing documents, click on **“Complete required documents”** to view and submit your required documents.



Select an Award Year: 2024-2025 Award Year ▾

✓ [Your most recent Satisfactory Academic Progress \(SAP\) ev...](#)

 **You have missing documents!**

In order to complete your financial aid application some additional documentation is required before the Financial Aid office can evaluate your information.

[Complete required documents](#)

After clicking on “Complete required documents,” you will be able to review and upload documents required to complete your financial aid offer. Please review the required documents and follow the provided instructions.

Required Financial Aid Documents

Upload your completed documents to our Secure FA Dropbox (located underneath the Financial Aid ...)

Select an Award Year: 2024-2025 Award Year

Document	Explanation	Due Date	Status	Attachments
2022 Parent(s) W2s	Please provide a copy of all 2022 Form W-2s for your parent(s) listed on the FAFSA.	A.S.A.P.	Required	Manage 0
2022 Parent(s) Tax Return	Parent(s): Please provide a signed copy of your parent(s)' 2022 1040 US Tax return, including all applicable schedules (e.g. ... more Parent: 2022 IRS Tax Transcript	A.S.A.P.	Required	Manage 0
24/25 Identity/Edu Statement	You (the student) must come to the Financial Aid Office in person and present a valid government-issued photo identification and ... more Identity and Statement of Educational Purpose	A.S.A.P.	Required	

When you are ready to upload the documents, click the “Manage” button in the Attachments column to the right of the requirements. If the document does not have a “Manage” button it may not require or be eligible for a document upload.

Once the “Manage” menu has opened, click the “Browse” button, locate and select the file on your computer, and click Open.

Attachments

Upload new attachment

[Browse...](#) No file selected. [Upload](#) [Clear](#)

Accepted File Types: (.pdf,.jpg)

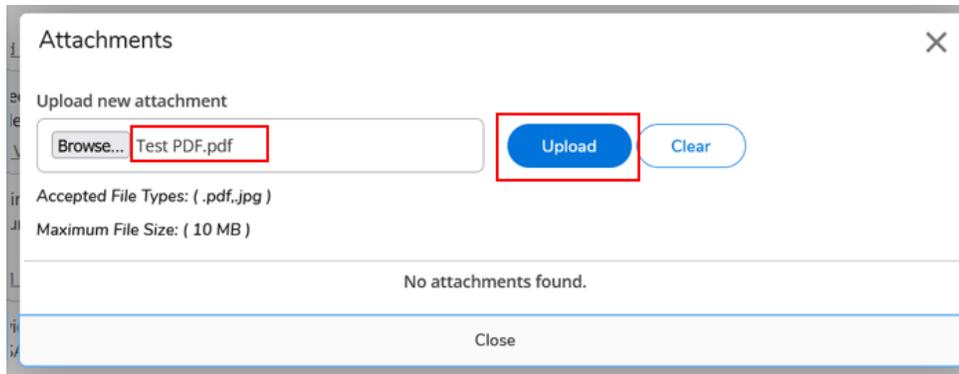
Maximum File Size: (10 MB)

No attachments found.

Close

Please note, the only accepted file types are PDF or JPG.

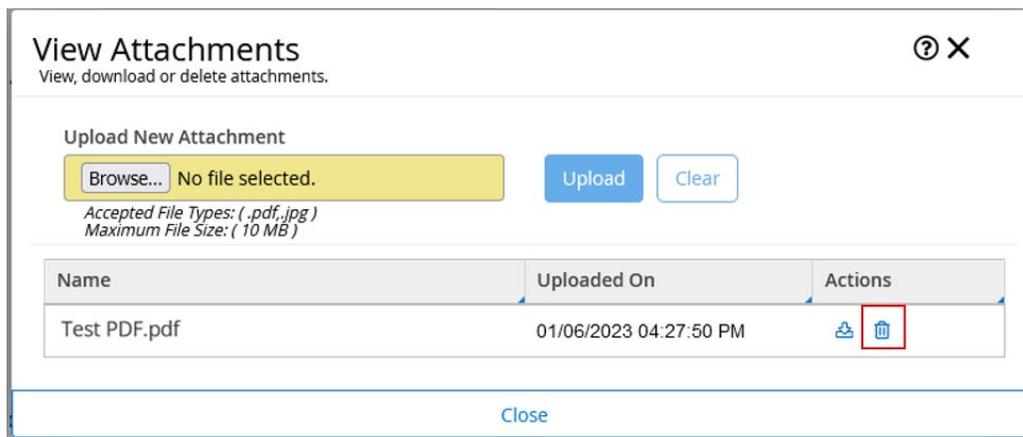
After you have selected a file and clicked “Open,” double check the correct file name is showing, and click “Upload.”



Once the document is uploaded, the Status column will change from “Required” to “**Pending Review**” and indicate the date it was uploaded.

Document	Explanation	Due Date	Status	Attachments
2022 Parent(s) W2s	Please provide a copy of all 2022 Form W-2s for your parent(s) listed on the FAFSA.	A.S.A.P.	Pending Review 03/15/2024	Manage 1

If you need to delete and resubmit a document, you may click the “Manage” button again, click the trash can icon to delete, then Browse and Upload again.



Financial Aid will be notified via email after you have uploaded any documents. We will review the documents for completeness and let you know if follow-up is needed. Once **ALL required documents are received**, we will review your FAFSA and documents.

Your documents will remain in “**Pending Review**” status until our review is completed. Please note, you may still continue to receive email notifications regarding your required documents after you upload them, however, if your documents are in “**Pending Review**” status, you **DO NOT** need to submit them again.

You will be notified via email when the review is complete and your final financial aid offer is available.