



Financial Aid Dropbox Instructions

In an effort to protect your personal data, the Financial Aid Office is using a secure Dropbox where you may upload any Financial Aid documents. This can be done in 3 easy steps, let's get started!


Step 1: Review Document Request

Review the email you received from ArtCenter College of Design. This email will list the documents you are required to submit.

Student ID: 0123456

Dear Mick:

The ArtCenter Financial Aid Office has received the 2018-2019 FAFSA information that you submitted to the Department of Education. In order for us to continue processing your financial aid file, please submit the following as soon as possible:

18/19 Dependent Verification Worksheet 

In order to protect personal information, documents containing personally identifiable information such as a social security number or birthdate should be uploaded to our secure Dropbox location via this link: <https://www.dropbox.com/request/Z4sFBKCTIyZNavGtjQUT>

Important Please name your file using the following format: **LastName, FirstName StudentID, DocumentName.pdf**

Once we have received this information we will be able to continue processing your file. Additional information may be requested upon review.

Should you have any questions, please contact our office at 626-396-2215 or email questions to finaid@artcenter.edu.

Thank you for your cooperation.

Sincerely,

ArtCenter Financial Aid Office
1700 ~~Lida~~ St.
Pasadena, CA 91103

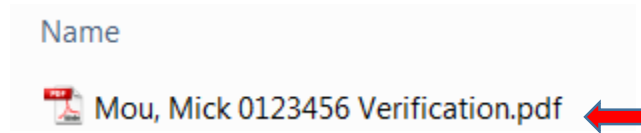
Ex: This email above shows the student is missing an: **18/19 Dependent Verification Worksheet.**

This particular form needs to be filled out and signed before submitting.

Step 2: Scan Document

Scan and save the document as a pdf :

LastName, FirstName StudentID Document Name.pdf



Where do I get my Student ID?


Your Student ID is located on the top left side of your email. (See example above.)

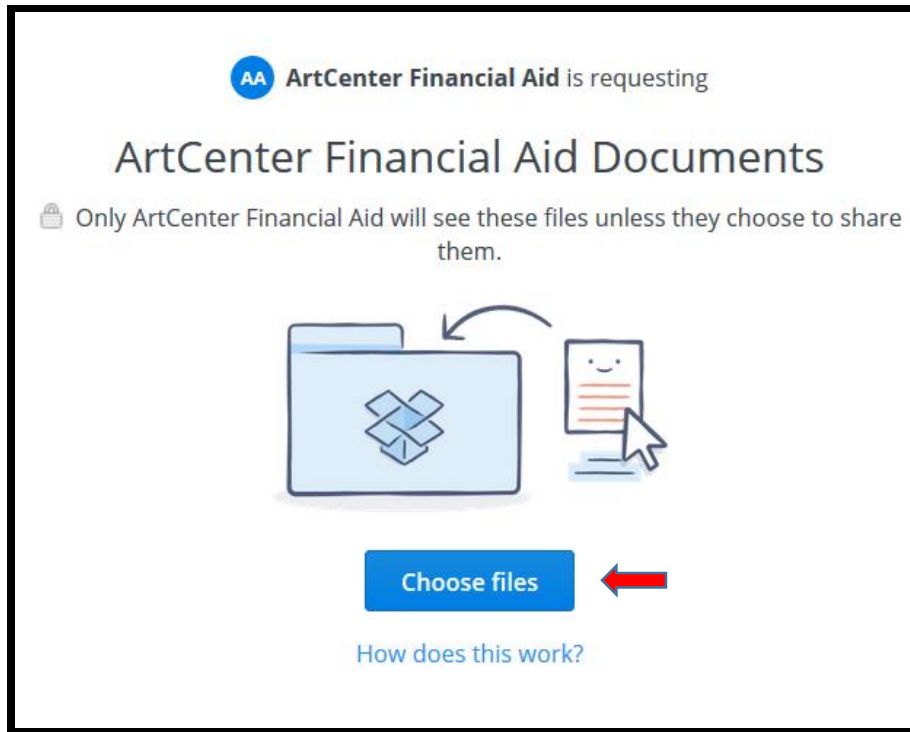
Student ID: 0123456 

Dear Mick:

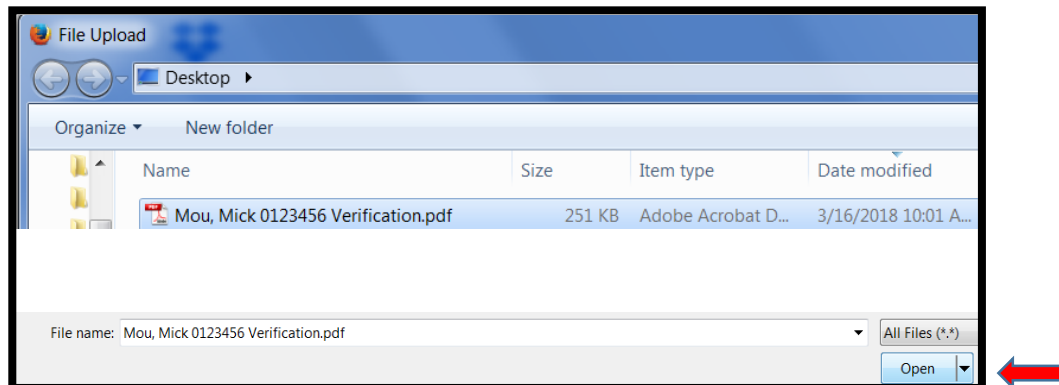
The ArtCenter Financial Aid Office has received the 2018-2019 FAFSA information that you submitted to the Department of Education. In order for us to continue processing your financial aid file, please submit the following as soon as possible:

Step3: Upload Your Document

When you're ready to upload your document click on the secure Dropbox link provided in the email or use this link here: <https://www.dropbox.com/request/Z4sFBKCTIyZNavGtjQUT> 




Select your Document




AA ArtCenter Financial Aid is requesting

ArtCenter Financial Aid Documents

 Only ArtCenter Financial Aid will see these files unless they choose to share them.


1 file · 250 KB

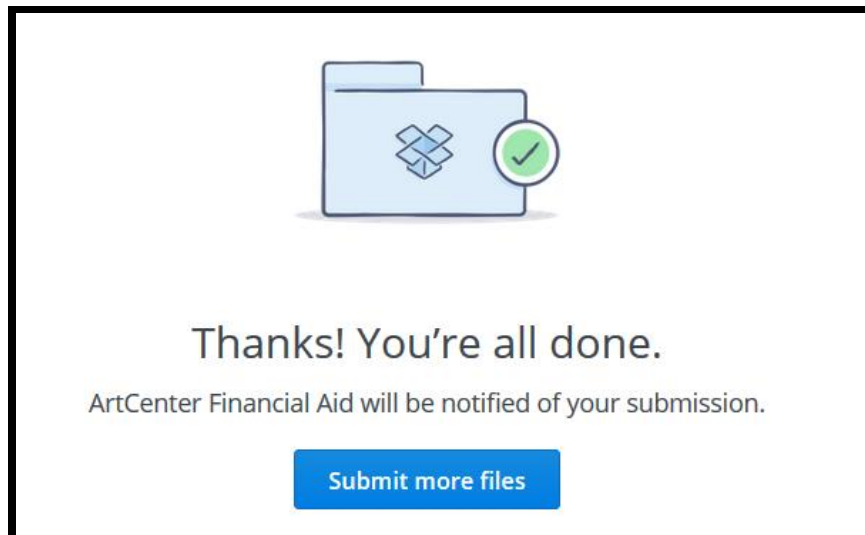
 Mou, Mick 0123456 Ver... ×

[+ Add another file](#)

First name Last name

Email address





Questions?

Email: finaid@artcenter.edu

Call: 626-396-2215