



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 2023-2024 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:

23/24 Dependent Verification Worksheet

Protect Your Data

Upload documents containing personally identifiable information such as a social security number or birthdate to our secure Dropbox location via this link: [Financial Aid Dropbox](#) 

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

Need help with uploading? Contact the Financial Aid Office

If you do not utilize the Dropbox, please mail your documents to the Financial Aid Office at the address listed below. 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 finaid@artcenter.edu.

Thank you for your cooperation.

Sincerely,

ArtCenter Financial Aid Office
1700 Lida St
Pasadena, CA 91103
finaid@artcenter.edu



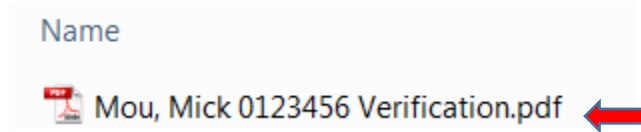
Ex: This email above shows the student is missing an: **23/24 Dependent Verification Worksheet.**

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 

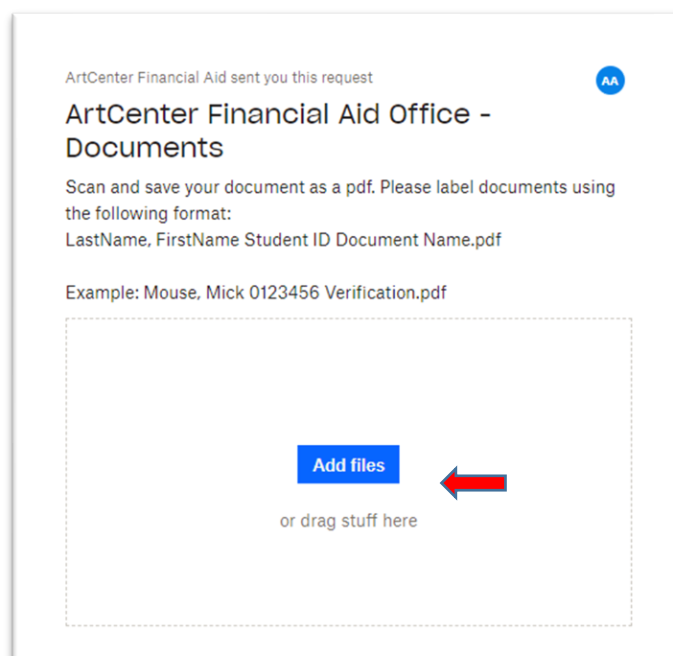
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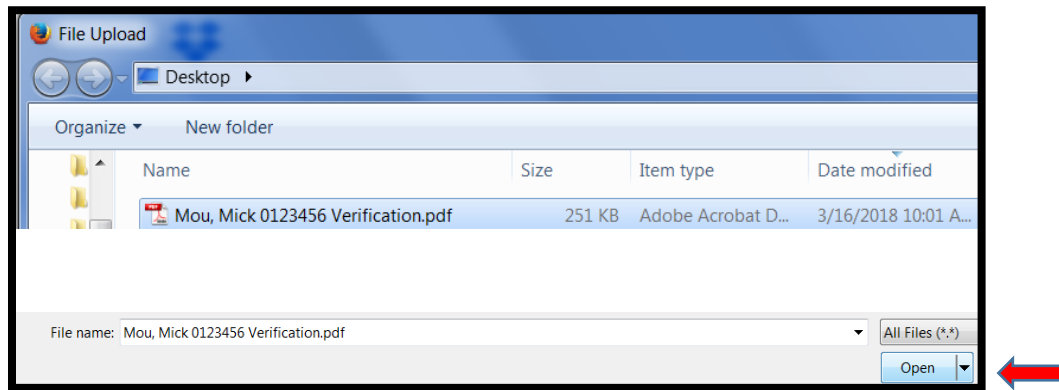
23/24 Dependent Verification Worksheet

Step 3: 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/Y7dVOIEJood9056kdyZi> 



Select your Document





ArtCenter Financial Aid sent you this request AA

ArtCenter Financial Aid Office - Documents

Scan and save your document as a pdf. Please label documents using the following format:
LastName, FirstName Student ID Document Name.pdf

Example: Mouse, Mick 0123456 Verification.pdf

 Mouse, Mick 0123456 Dependent Verification....

 Add more files

Your name

Your email address



Finished uploading

We'll let ArtCenter Financial Aid know you uploaded files.

[Upload more files](#)

[Try Dropbox free](#)

Questions?

Email: finaid@artcenter.edu

Call: 626-396-2215