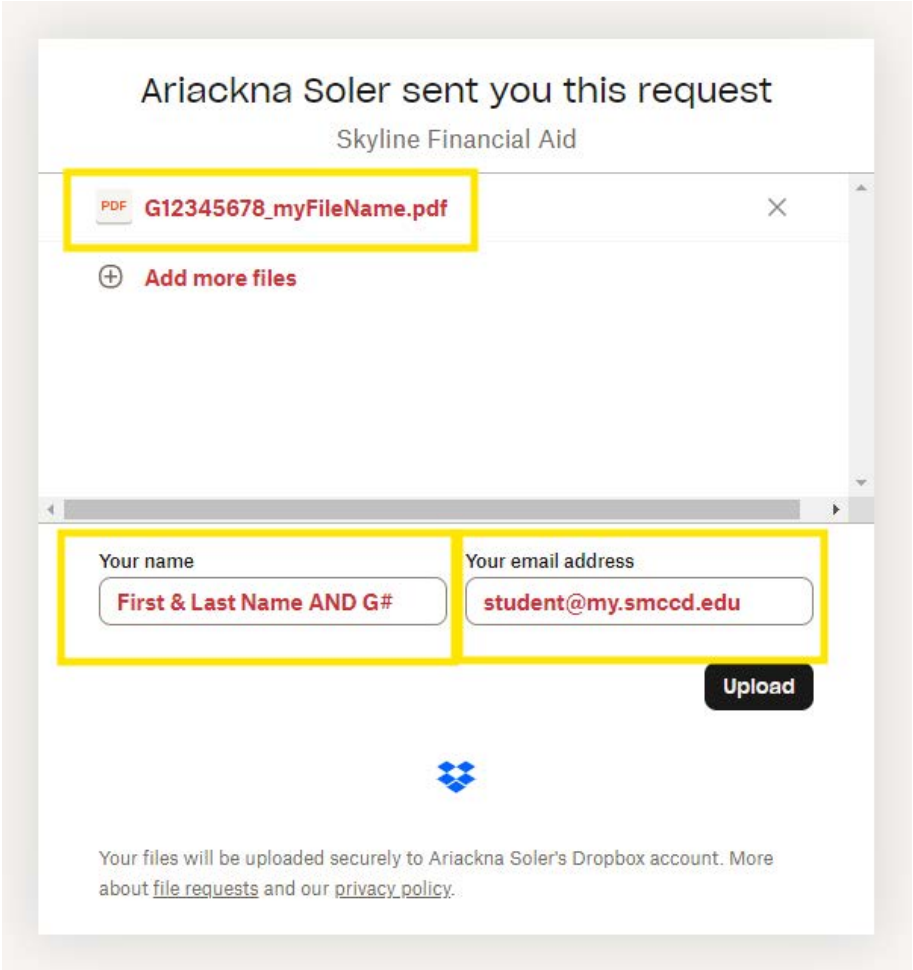
Submit documents securely with DropBox

** Ensure your student ID number is on every document you are uploading **
This helps us identify and link your documents to your financial aid file.

1. Go to the **DropBox link**
2. Title your files with your **student ID number and type of document** in your file name
3. Click the Add Files button and locate the file(s) you want to submit
4. Two fields will pop up after you add a file: **name** and **email address.**
    a. In the **name** field
        i. **ENTER YOUR FIRST AND LAST NAME, and**
        ii. **ENTER YOUR STUDENT ID NUMBER**
    b. Enter your **Email address** to receive a confirmation email
    c. Click the **Upload** button