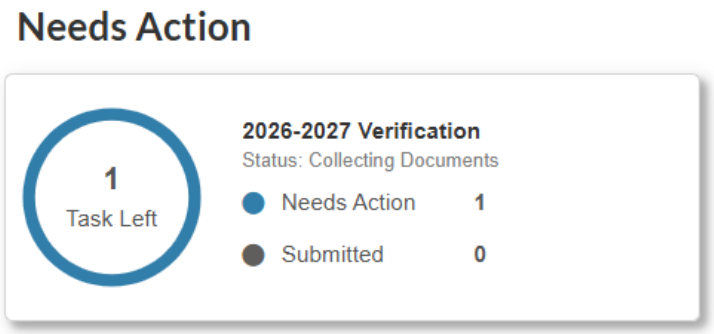
UC San Diego

# SUBMITTING DOCUMENTS FOR VERIFICATION

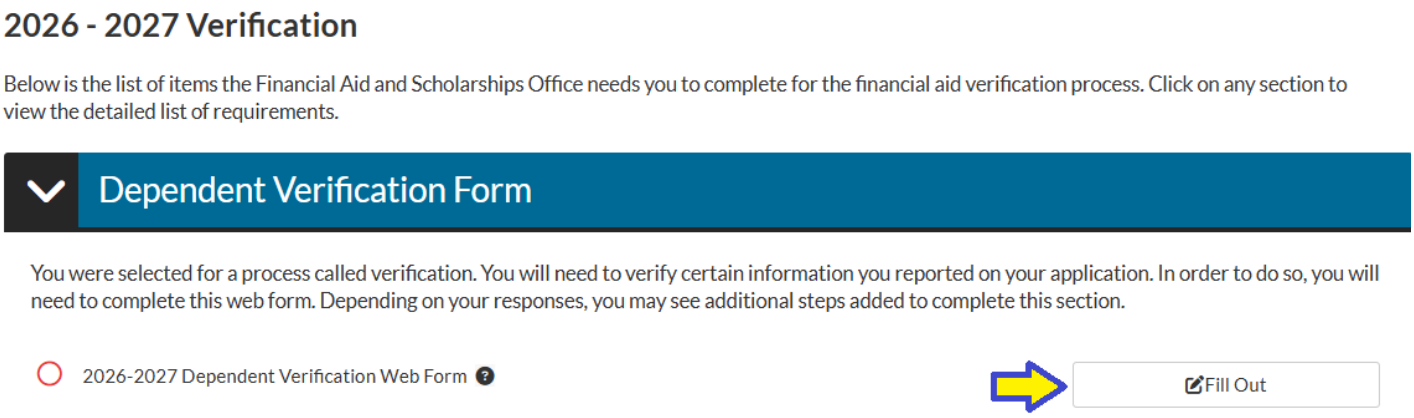
Submit verification tasks and documents to https://UCSD.StudentForms.com.

- Needs Action box will show when you first login. You must select the Verification box to view required tasks and documents.
-



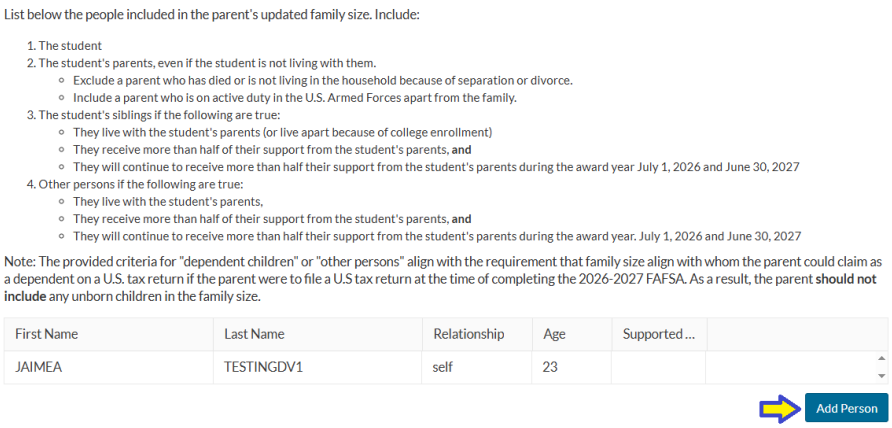

## COMPLETE REQUIRED TASKS AND DOCUMENTS

- You must complete the Verification form first. You may be prompted to answer household, income and tax questions in the form and subsequently be required to submit appropriate documents as assigned.

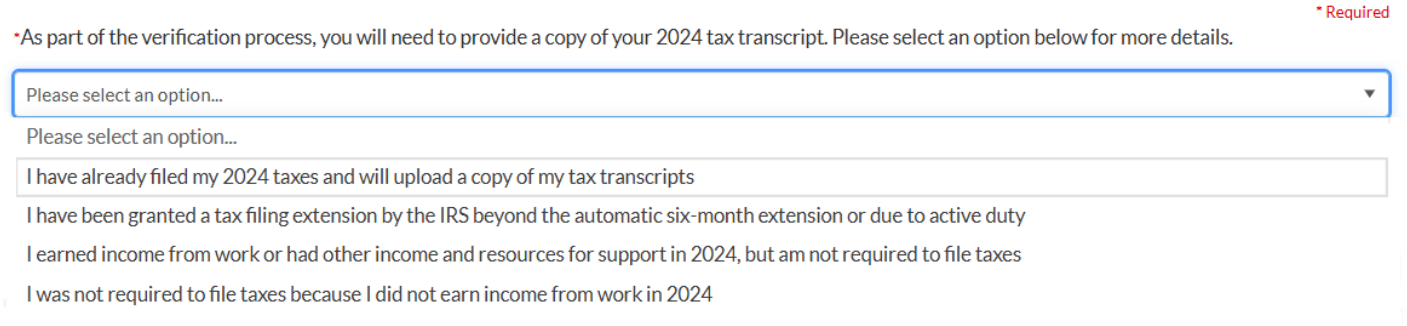


UC San Diego

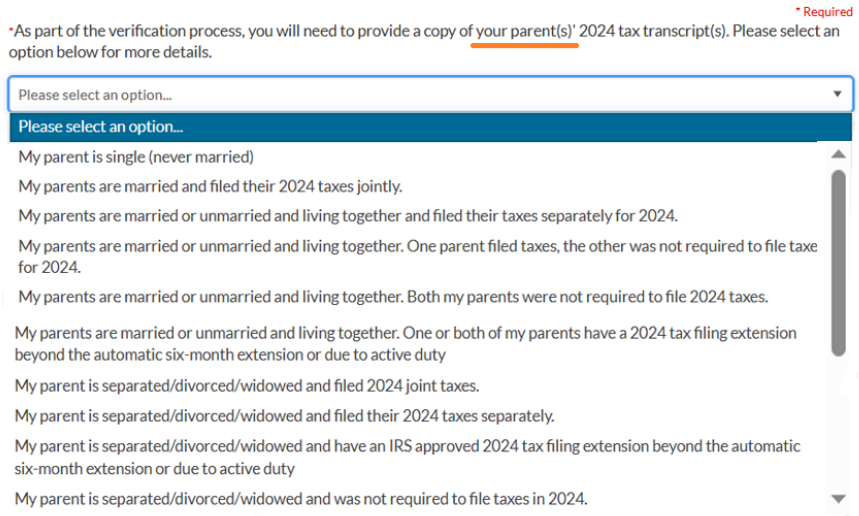
- Click “Add Person” to add the members in your parent(s)’ household that they will be supporting at least 50% from July 1, 2026, to June 30, 2027.




- Select tax filing status for student and then for parent(s).




**Parent -** Use the scroll down bar menu to view additional tax filing status.

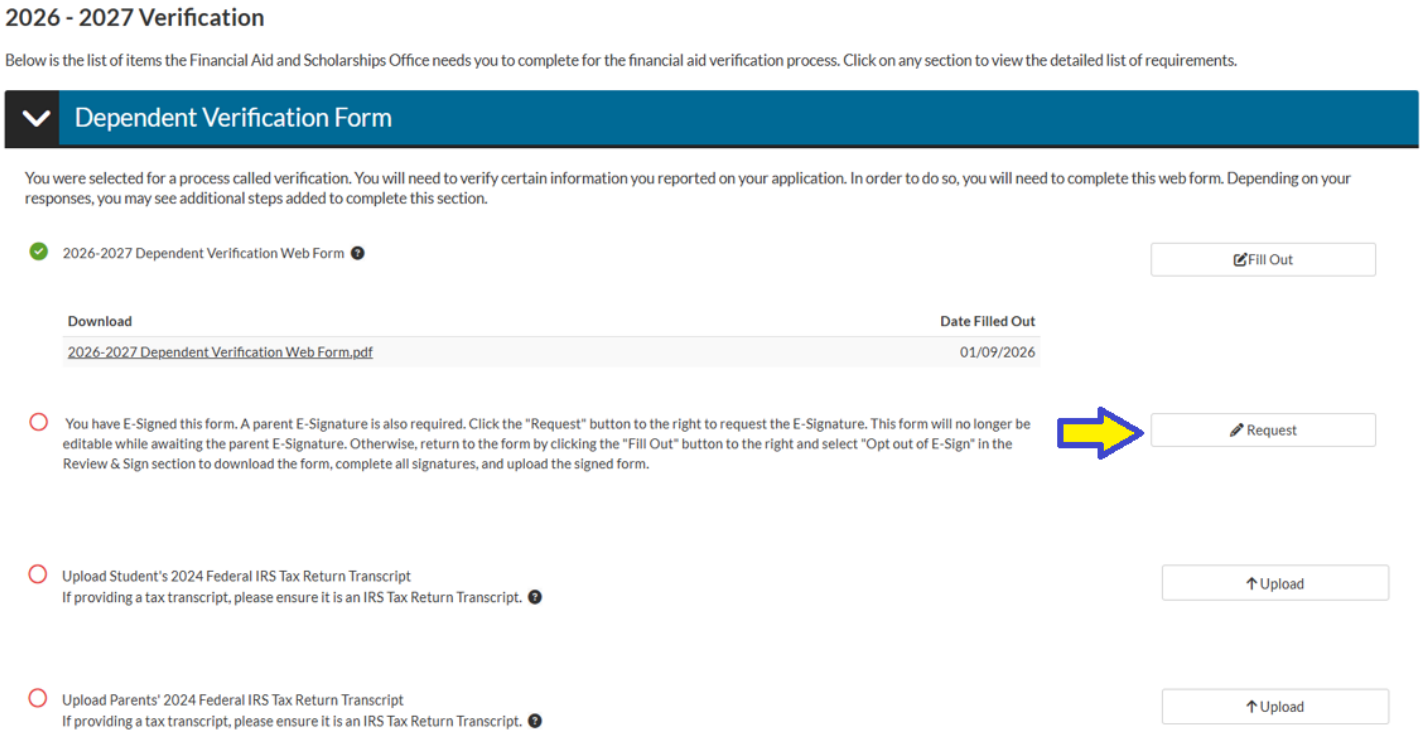


UC San Diego

## SIGN DEPENDENT VERIFICATION FORM

- Once the form is completed, click on “Create my E-sign PIN” link. You’ll be presented with the “Consent to Use of Electronic Signatures”. After agreeing to the term, the E-sign modal will populate where you’ll see your first name, last name, date of birth and Social Security Number (or CSAC ID) exactly as it appears on your financial aid application. Create your PIN and e-sign the form.

- Request parent e-signature by clicking “Request”




- Parent will receive an email requesting their e-signature. They will first be instructed to create an account. Parent will use account password as their pin to e-sign.
- For FAFSA filers, parent must have included Social Security Number that was used on FAFSA to use the e-sign feature.
- For Dream Act filers, parent can use the e-sign feature if they used all zeros on the Dream application.

- Once all tasks are complete, submit the file for review by clicking “Finish”.




How to Create a Document Submission Tool Account.