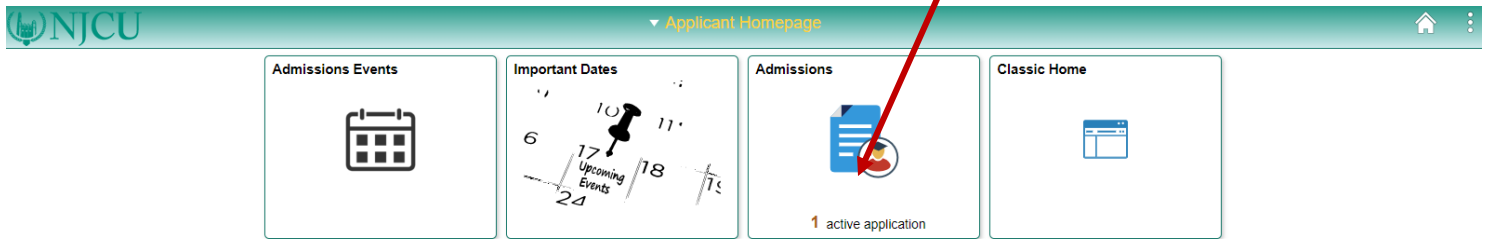
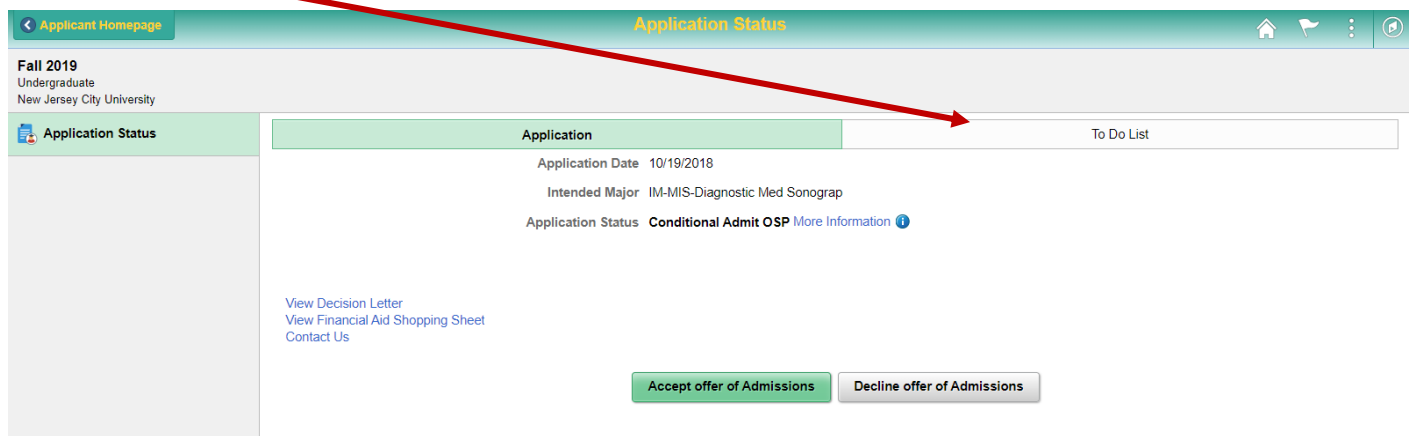


Student Document Attachment Instructions

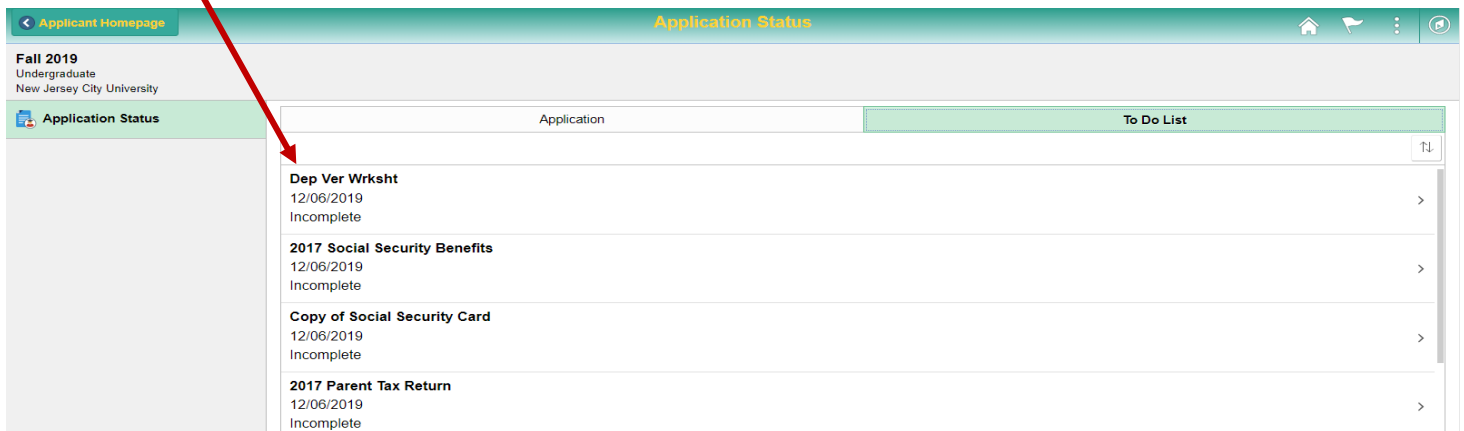
1. After logging into GothicNet portal, click on the **Admissions** tile



2. Click on "To Do List"

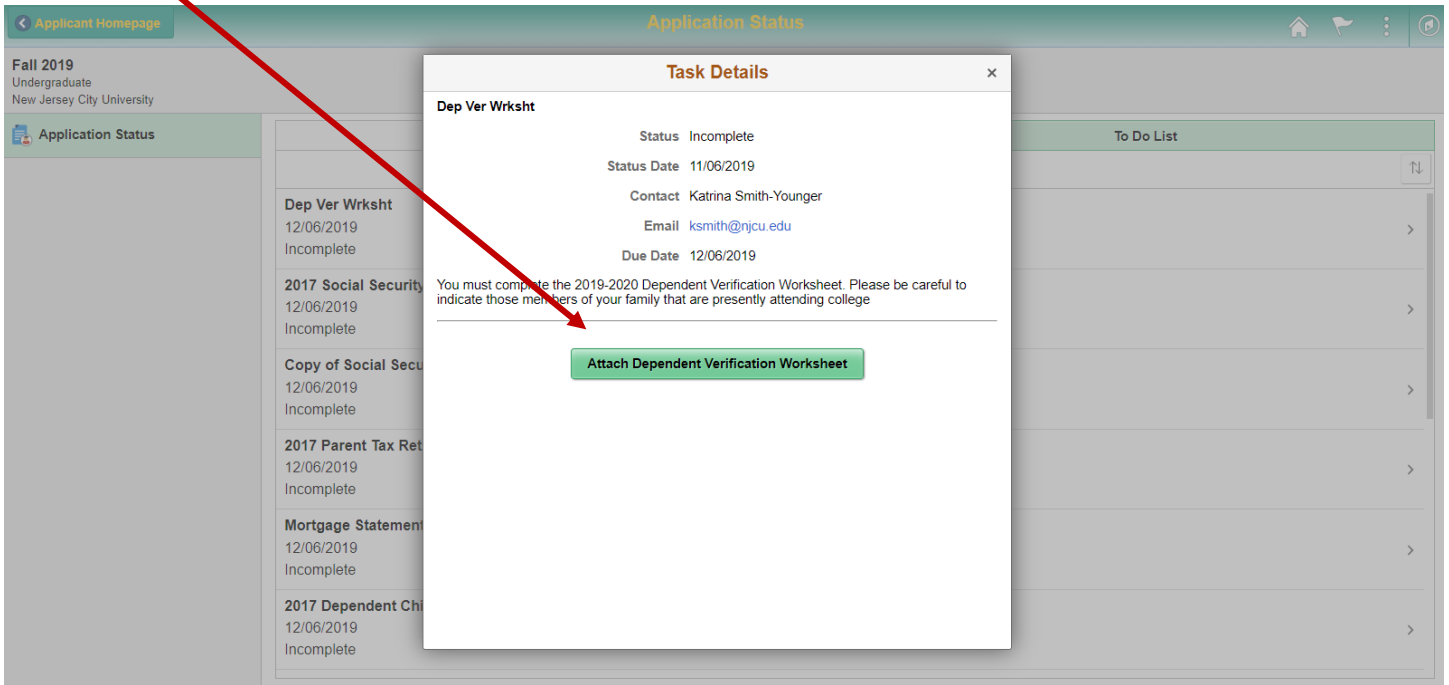


3. Select the name of the document from the drop down list and click "Attach"



Student Document Attachment Instructions

4. Click "Attach"



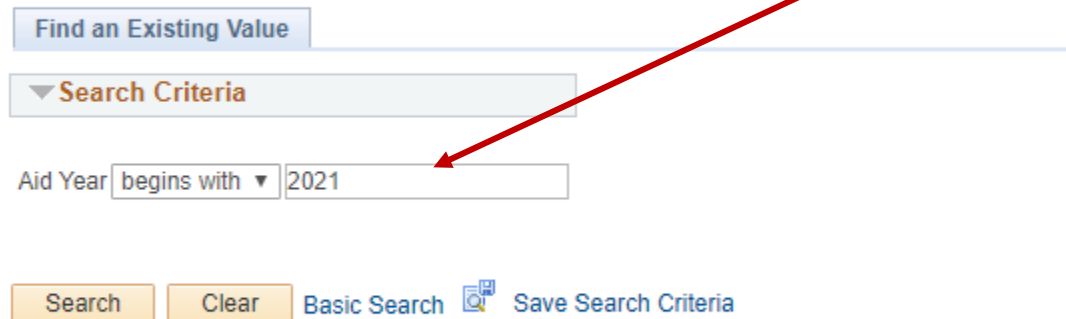
The screenshot shows the 'Application Status' page for a Fall 2019 Undergraduate student at New Jersey City University. A modal window titled 'Task Details' is open, showing information for the 'Dep Ver Wrksht' task. The task is 'Incomplete' with a status date of 11/06/2019. The contact is Katrina Smith-Younger (Email: ksmith@njcu.edu) and the due date is 12/06/2019. A green button labeled 'Attach Dependent Verification Worksheet' is visible at the bottom of the modal. A red arrow points from the instruction '4. Click "Attach"' to this button. The background shows a list of other tasks, all marked as 'Incomplete'.

Task Name	Status	Due Date
Dep Ver Wrksht	Incomplete	12/06/2019
2017 Social Security	Incomplete	12/06/2019
Copy of Social Security	Incomplete	12/06/2019
2017 Parent Tax Return	Incomplete	12/06/2019
Mortgage Statement	Incomplete	12/06/2019
2017 Dependent Child	Incomplete	12/06/2019

5. Immediately, you'll be taken to the Attach Documents page. In The Aid Year, enter 2021.

Attach Documents

Enter any information you have and click Search. Leave fields blank for a list of all values.



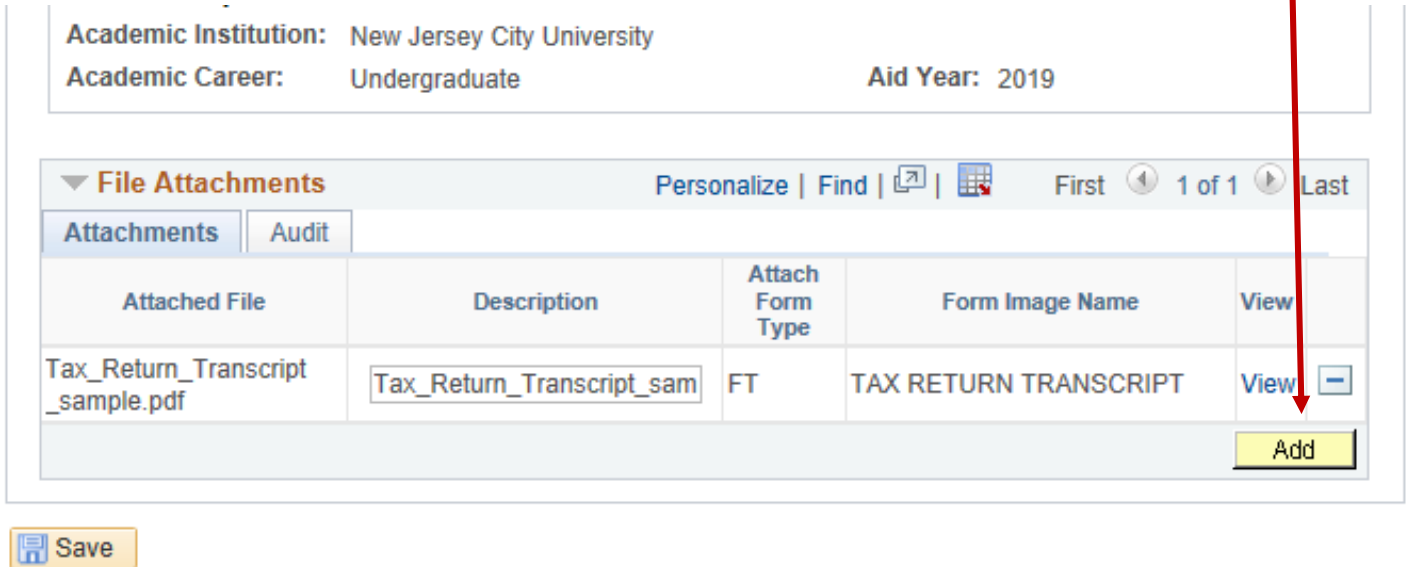
The screenshot shows the 'Attach Documents' page. It includes a search bar with the placeholder text 'Find an Existing Value'. Below it is a 'Search Criteria' section. The 'Aid Year' field is set to 'begins with' and the input field contains '2021'. A red arrow points from the instruction '5. Immediately, you'll be taken to the Attach Documents page. In The Aid Year, enter 2021.' to the '2021' input. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Search Criteria



Aid Year: begins with

Student Document Attachment Instructions


6. To attach a new document click **Add**




Academic Institution: New Jersey City University
Academic Career: Undergraduate
Aid Year: 2019

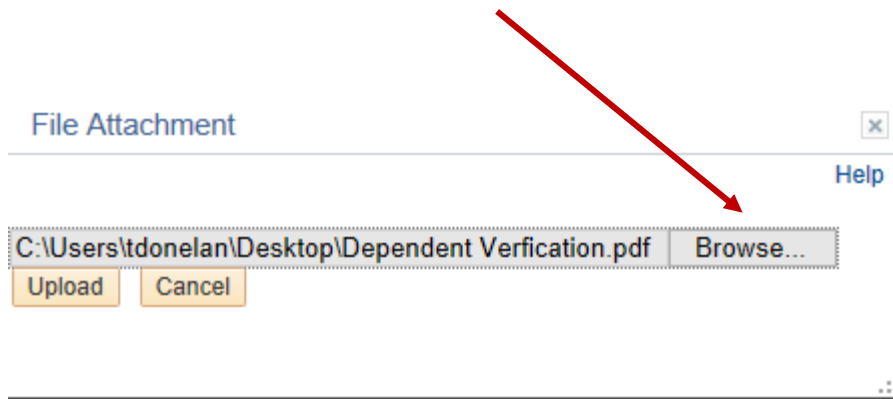
▼ **File Attachments** Personalize | Find |   First 1 of 1 Last


Attachments Audit

Attached File	Description	Attach Form Type	Form Image Name	View
Tax_Return_Transcript_sample.pdf	Tax_Return_Transcript_sam	FT	TAX RETURN TRANSCRIPT	View 
				Add

 Save

7. Click on **Browse** to select a document to attach from your computer. You may need to scan the document first and save it to your computer, unless it's already saved in a PDF or Document format (.pdf, .doc, .docx).



File Attachment 

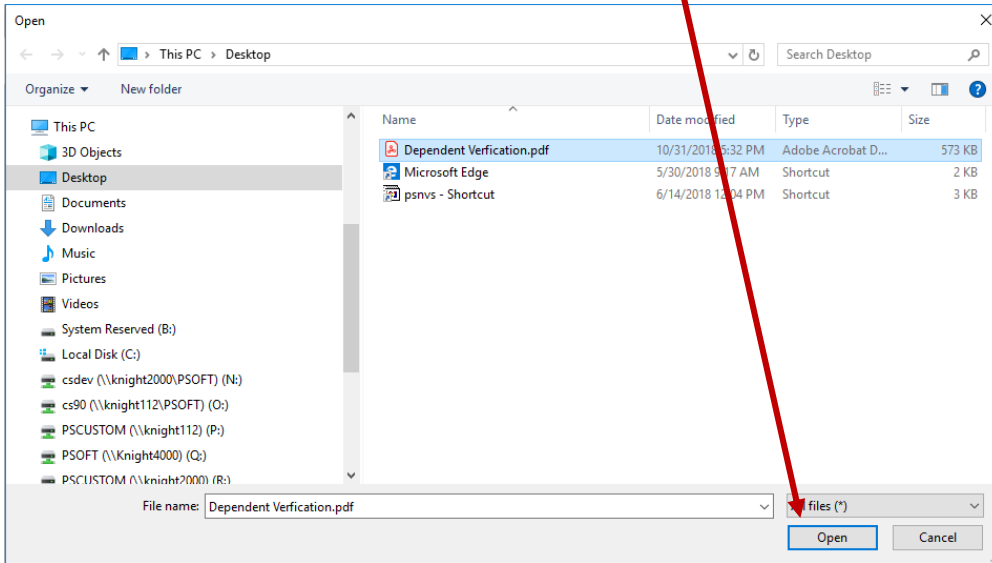
Help

C:\Users\tdonelan\Desktop\Dependent Verification.pdf **Browse...**

Upload Cancel


Student Document Attachment Instructions


8. Select desired document and click **Open** to attach



9. Click on  to select **Attach Form Type**.

Academic Institution: New Jersey City University
Academic Career: Undergraduate
Aid Year: 2019

File Attachments Personalize | Find |  First 1-2 of 2 Last

Attached File	Description	Attach Form Type	Form Image Name	View
Tax_Return_Transcript_sample.pdf	Tax_Return_Transcript_sam	FT	TAX RETURN TRANSCRIPT	View
Dependent_Verification.pdf	Dependent_Verification.pdf	FD 	DEPENDENT STUDENT VERIF.	View

Look Up Attach Form Type

Attachment Form Type: begins with

Look Up **Clear** **Cancel** Basic Lookup

Search Results

View 100 First 1-7 of 7 Last

Attachment Form Type	Form Image Name
FC	SPEC. CIRCUMSTANCE REQUEST
FD	DEPENDENT STUDENT VERIF.
FH	HIGH SCHOOL COMPLETION STATUS
FI	INDEPENDENT STUDENT VERIF.
FN	STMT. OF EDUC. PURP - NOTARY
FS	STATEMENT OF EDUC. PURPOSE
FT	TAX RETURN TRANSCRIPT

Save

10. Click **Save** to complete document attachment. Repeat steps 6 -9 for each document in the To Do List.