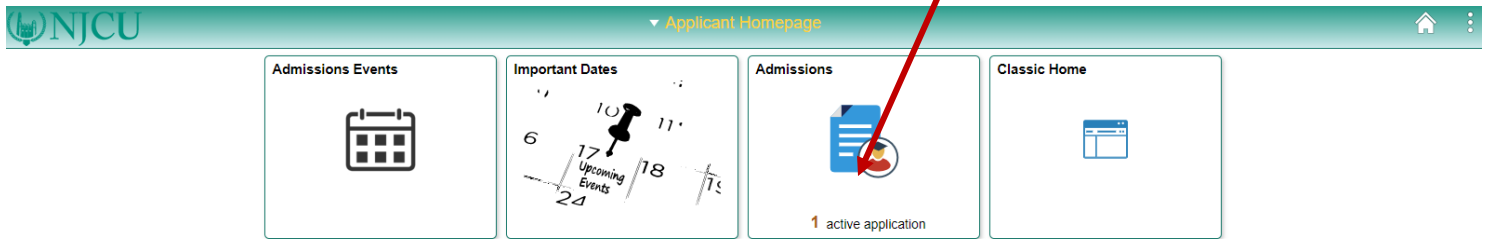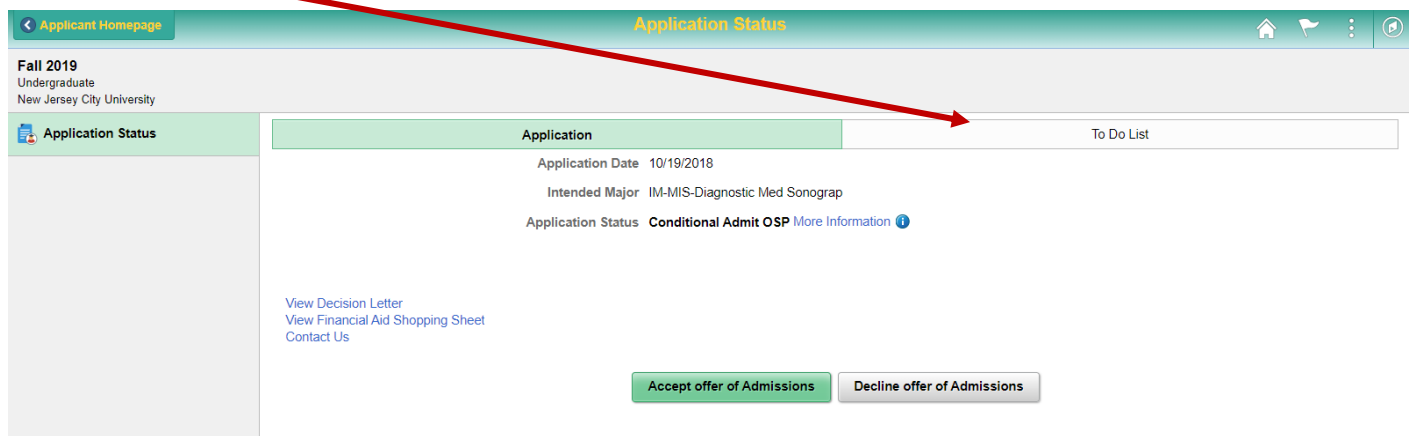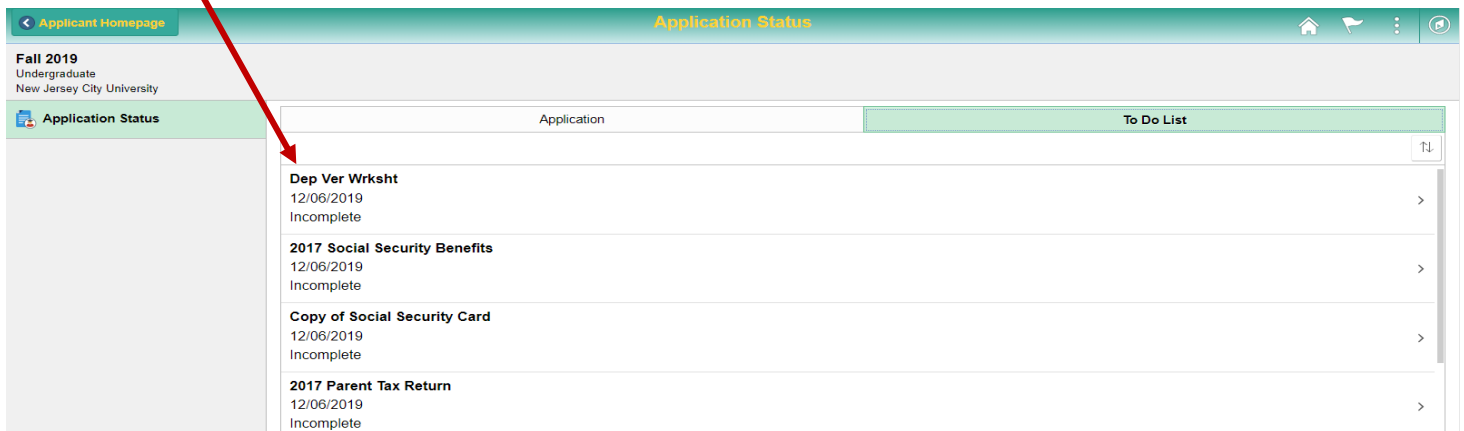# Student Document Attachment Instructions

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

2. Click on "To Do List"

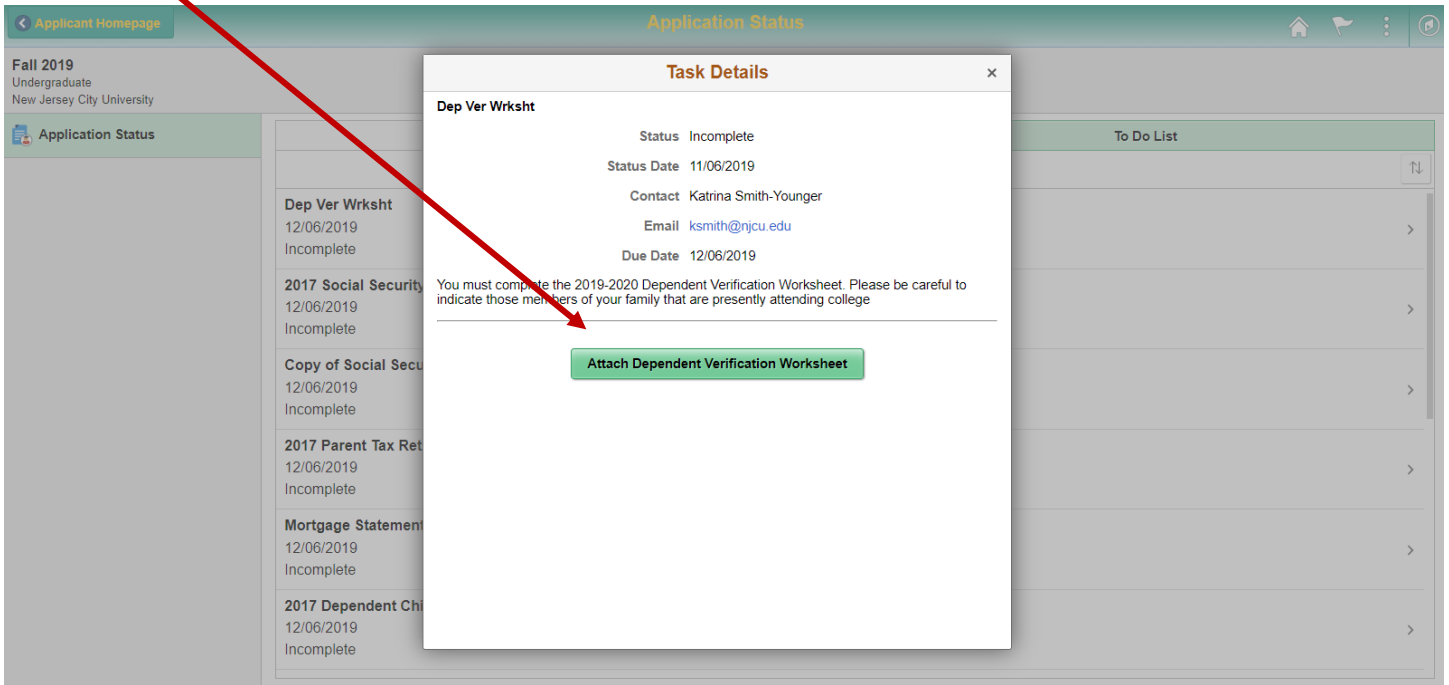3. Select the name of the document from the drop down list and click "Attach"

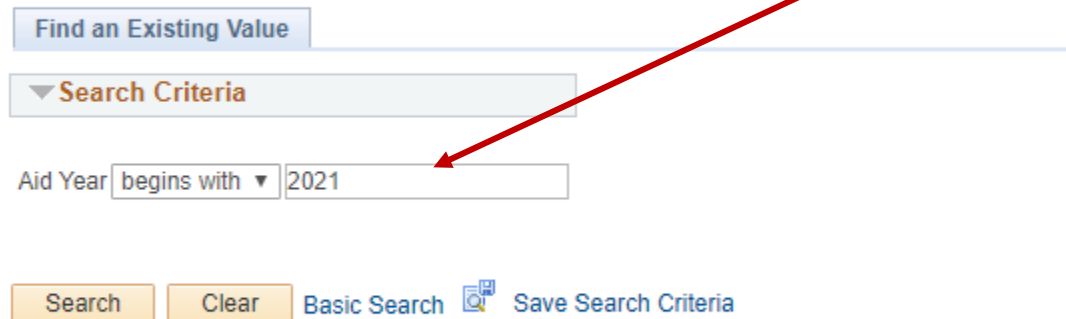# Student Document Attachment Instructions

4. Click "Attach"

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

Student Document Attachment Instructions

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

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

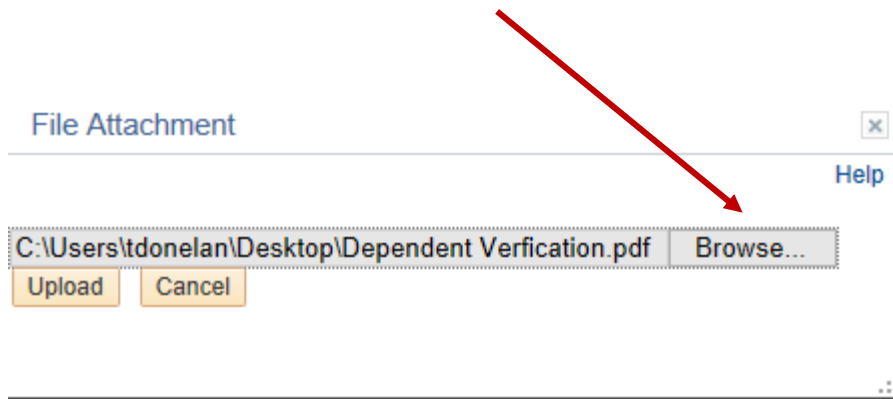| File Attachments				Personalize | Find | ⌐⊐ | ☷	First ◁ 1 of 1 ▷ Last

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).

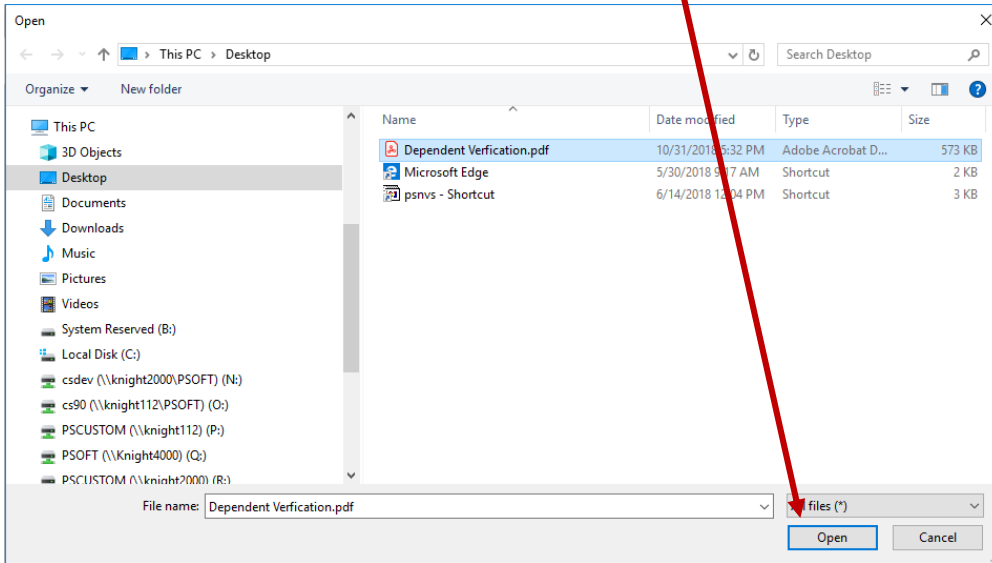## File Attachment   ☒

                                                            Help

C:\Users\tdonelan\Desktop\Dependent Verfication.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**.

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