Steps for Uploading Your Documents

1. Make sure you have downloaded and completed all forms. Click 'Download Link' to access forms or further instructions.

2. Prepare your documents for upload
   a. Make sure all forms and other documents are complete. Include all pages and signatures.
   b. Documents already in an electronic format can be uploaded and do not need to be scanned, unless they need to be printed and signed first.
   c. Have printed documents? Don't have a scanner? No problem! You can take a picture of a printed document and upload the picture.

3. Make sure to only upload the documents and forms associated with the 'Upload Link' you have selected.

Upload Your Documents

1. Click the 'Upload Link' link next to the appropriate document.

2. Click 'Choose File' and navigate to where you saved the document on your computer or mobile device.

3. Click 'Submit'

Our office uses document statuses to keep you informed regarding where your documents are in the process. As documents are received by our office, document statuses are updated. Check back often to see if additional documentation is required, to see if any documents are incomplete, or to see if the process has been completed.

Possible Document Statuses:

Not Received - We have not received the necessary document. Please allow 14 business days after emailing or uploading any document for the status to be updated.

Incomplete - We have received a portion of the required document, but there is an outstanding issue or missing component. You will receive an email alerting of your next steps. Please contact the Office of Financial Aid if you have any questions.

Not Reviewed - We have received the necessary document, and it is currently in queue to be reviewed by our staff.

Received - The document has been received by our office and has been fully reviewed.

Waived - We have determined that this document is no longer required to complete your financial aid file.

Please make sure that you include your full name and Berry student ID number on the top right corner of each document.