



## Financial Aid Forms Instructions

In order for the form to be processed by the Anoka-Ramsey Financial Aid Office, you must:

1. Read the form thoroughly and fill out any required information.
2. If the form is a PDF, please make sure you sign and date the form. A wet signature or a signature using a touch-pad or stylus is required .
3. You will want to save a copy of the completed form to your computer. You may do this by right-clicking on the form and choosing "Save As." We recommend saving the file as "Last Name Form Title" to ensure the updated document is the one submitted.
4. Submit the form to our [secure document portal](#). Please note, this website is password protected and you will need to login with your eServices login. If you do not recall this login information, please visit the [self help StarID service link](#).
5. It is important that you choose "Verify Credentials." Do not attach documents until this step is done.
6. If the form is an e-form, click on the form and log in using your Star ID and Password and make sure you fill out all fields that have an asterisk (\*) as they are required. Please attach the documents you are wanting to submit. You may attach multiple. Then select the "Click Here to Sign Form" button. Please do your best to sign your normal signature with your mouse or touchscreen. You may hit the "X" button if you wish to redo the signature. Choose "Apply Signature" when done signing. Then review that every required section on the page is complete and hit the "Submit Form" button.
7. \*Note: We typically process forms within 3-5 business days. If you have not seen your "Financial Aid Status" update after 5 business days, you may reach out to us to confirm the processing status. During the busy times such as right before a semester begins, processing time may take up to 2 weeks. This includes the month of August and January, among other times.

**Please contact our office if you need further assistance with completing and submitting the form: [financialaid@anokaramsey.edu](mailto:financialaid@anokaramsey.edu) or 763-433-1500**