HOW TO UPLOAD TO-DO LIST ITEMS IN SIS:

Some items require students to enter data and other items require a student upload documents.

Log into MYGCC choose SIS. Choose the Student Center and find the To Do List. (See Above)
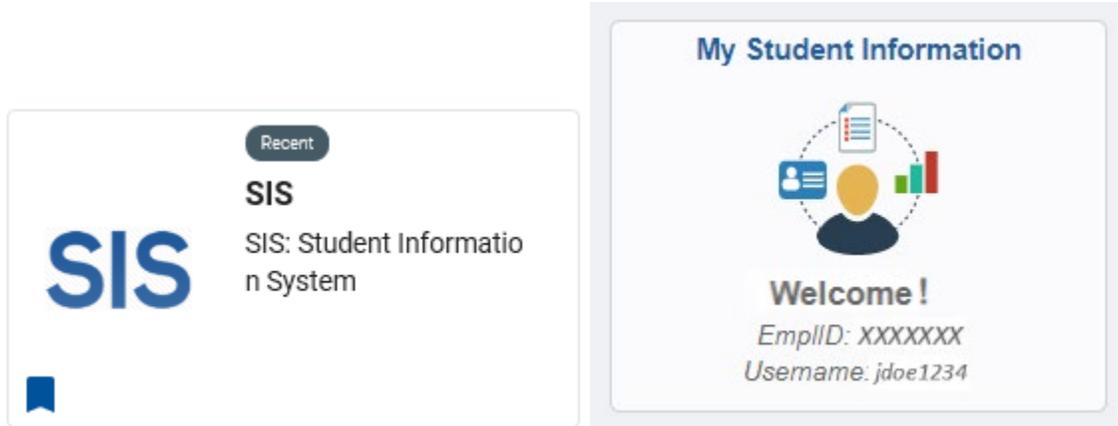
Click on the To Do List item: Example GCC Student Federal Taxes 19

An instructional box will open. Read through the instructions. You should have the document already saved on your computer/device. Click "upload file" to upload the requested information.

Your 2021-2022 Free Application for Federal Student Aid (FAFSA) was selected by the U.S. Department of Education for a review process called verification. Your income information must be verified.

The fastest and most convenient way to verify income information is to load your information directly from the IRS to your FAFSA: Login to your FAFSA (fafsa.gov), and take the steps necessary to use the Internal Revenue Service (IRS) Data Retrieval Tool (DRT). If you choose not to use the IRS DRT option, or are not eligible, then you must submit a copy of your and, if married, your spouse's 2019 Federal IRS Tax Return Transcript, a tax return from Puerto Rico, or a foreign income tax return to the Financial Aid Office for review and evaluation of your eligibility for federal student aid.

To obtain a copy of your 2019 Federal IRS Tax Return Transcript:

1. Request it online at Get Transcript ONLINE OR
2. Complete and mail the paper request Form 4506T to the IRS.

If you are unable to use the IRS Data Retrieval Tool via your FAFSA or obtain a copy of your, and your spouse's, if married, 2019 Federal Tax Return Transcript from the IRS, you may submit a SIGNED copy of the 2019 income tax return that you, and your spouse, if married, submitted to the IRS or other tax authorities.

This documentation must be submitted to continue the review process and determine your eligibility for federal student aid. If additional clarification/documentation is required, you will be notified through your MESSAGE CENTER and/or TO-DO LIST your Student Center.

This may be submitted below via the upload option below.

upload file

Click "Browse…" to choose the document you need to upload. The document needs to be in JPG, PDF, PNG, TIF or TIFF format. Click "Upload"

File Attachment

Help

Browse…

Upload   Cancel

Once the document is uploaded, click "submit".

Attachments			
	Attached File	**Uploaded On**	**View**
☐	1 How_to_Submit_FA_Documents.pdf	03/23/2020 10:25AM	🖹

upload file   **delete selected file(s)**

submit   **cancel**