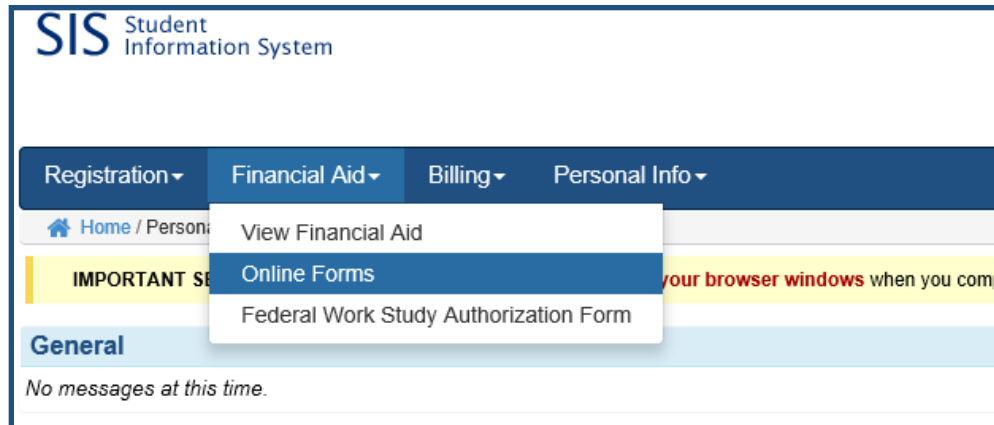


# How to Upload Documents Online

**Step 1:** Log in to your JHU SIS account at [sis.jhu.edu](https://sis.jhu.edu). Navigate to the *Financial Aid* tab, click *Online Forms*.



**Step 2:** Select *FA—Document Upload Form*.

**Step 3:** Your name, email, and date of birth should populate automatically. Complete the form, attach document files, and click Submit. If you are unsure about the type of document, please select “OTHER.”

A screenshot of the 'Financial Aid Document Upload' form. The form includes fields for 'Hopkins ID', 'ID', 'Last Name', 'First Name', 'Middle Name', 'Email', and 'Date of Birth'. There are also dropdown menus for 'Award Year' and 'School'. A large text area is provided for 'Special Instructions'. The 'Attachment' section features a 'Type of Document' dropdown menu and an 'Attach FA Document' button. A note at the bottom states: 'After submitting documents a white page will appear. Please do not submit individual documents multiple times. You will receive a confirmation email momentarily.'

**Please allow approximately 5-10 business days for our office to process documents and update your financial aid To Do List.**

[Contact Peabody Financial Aid Office](#)