



Document Upload Instructions for Students



** Prior to accessing the [web page for upload](#).*

Scan and save your documents ahead of time, due to a security countdown limit with completing the upload process. Avoid being timed-out!

Additionally, allow approximately 3-5 business days for the retrieval of your uploaded file by the Financial Aid Office.

***Note:** Awarding may take up to 21 business days, in the event that your FAFSA/NJ State (HESAA) financial aid application results require correction, based on your uploaded document information received... Thank you*

You will need the following information:

- MappingXpress URL and passcode (provided in the instructions below)
- First Name
- Middle Initial
- Last Name
- Last 4 of SSN
- Birth Date
- Email
- Telephone
- Electronic copies of the following documents, such as:

<input type="checkbox"/> Agency or Other Official Documentation	<input type="checkbox"/> IRS Tax Transcript, W2
<input type="checkbox"/> Annual Expense & Resources (In-Kind Support)	<input type="checkbox"/> Parent Refusal To Supply Information
<input type="checkbox"/> CBVI-Appendix A	<input type="checkbox"/> Photocopy Documents-Electronic Image Affidavit
<input type="checkbox"/> CCAMPIS ChildCare Subsidy Student Application	<input type="checkbox"/> Proof Of Separate Address
<input type="checkbox"/> Change Of Information	<input type="checkbox"/> Signed Statement
<input type="checkbox"/> Employment Benefit and/or Separation Letter-Job Loss	<input type="checkbox"/> Statement of Educational Purpose
<input type="checkbox"/> Federal Student Aid Eligibility Worksheet	<input type="checkbox"/> Summer Aid Request
<input type="checkbox"/> IRS Federal Tax Documents	<input type="checkbox"/> Unemployment Tuition Waiver Request
<input type="checkbox"/> Hardship Attendance Waiver	<input type="checkbox"/> Verification of Identity
<input type="checkbox"/> Homeschooled Accrediting Authority	<input type="checkbox"/> Verification Worksheet
<input type="checkbox"/> IRS Form W-2	<input type="checkbox"/> Other

The following file types are accepted by MappingXpress:

.bmp, .doc, .docx, .gif, .jpg, .jpeg, .pdf, .png, .rtf, .tif, .txt, .xls, and .xlsx

Instructions:

1. *Visit https://mappingyourfuture.org/MappingXpress/NJCCMDOC_FINAID/.
2. Enter the passcode **finaid2021**, enter the CAPTCHA code displayed, and click "Submit". Please note the passcode is case sensitive.
3. Complete the form and click "Submit".
4. Confirm the information you entered is correct and click "Submit".
5. Select the total number of documents you would like to upload. You can select up to 12 documents for each upload. You will have the opportunity to add additional documents after your initial upload. We recommend the total size of the file(s) you upload be less than 25MB. Uploading files totaling more than 25MB may cause your session to time-out or cause the individual retrieving your file(s) experience a time-out issue.
6. Select the type of document and choose the file.
7. Click the "Upload" button.
8. Select whether or not you have additional documents to upload.
9. If yes, select yes and click "Submit". Repeat steps 5-7.
10. If no, select no and click "Submit".
11. Print out the confirmation page for your records or make a note of your confirmation number.
12. Click the "Exit" button.