

How to Securely Send Your Documents to Walsh University's Student Service Center

Instructions:

- 1 Visit [Walsh University's Financial Aid Document Portal](#)
- 2 Enter the student full name, email address, and student ID. A comment box is available should you need to include details about the financial aid items you are submitting.
- 3 Complete the form and click "Next".
- 4 Choose the file(s) to upload or drag and drop the files in the 'drop files here' box.
- 5 You will have the opportunity to submit additional documents after your initial upload if needed. We recommend the total size of the file(s) you upload be **less than 25MB**. The types of files accepted by our document portal are listed below.
- 6 Click the "Submit" button.
- 7 Select whether or not you have additional documents to upload.
- 8 If you have more files to submit, select "Upload More Files" and repeat steps 5–7.
- 9 If you do not need to upload more items, you are done and may close the page.
- 10 Print out the confirmation page for your records if needed.

The following file types are accepted by our document portal:

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

To get started, click [here](#).

Student Service Center
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