INSTRUCTIONS TO FILL OUT SAP APPEAL

1. To appeal the loss of your federal aid, you will need to go to https://ship.studentforms.com/. This will bring you to the myShip Single Sign-On.

2. First time users entering https://ship.studentforms.com/ are required to complete the register account screen (see below).

Some information might be pre-populated however the student must match FIRST NAME, LAST NAME, DATE OF BIRTH, & SOCIAL SECURITY NUMBER exactly as it appears on their FAFSA in order for the account to be created. The student will not be able to create an account if the SSN has been flagged with the Social Security Administration when completing the FAFSA.
3. If the student previously created a username, they may enter the information and select login.

4. If this is the first time the student is visiting the site, they will need to create an account by clicking the “Create Account” button (see below).
5. After the student has created their account, they receive an account confirmation email with a link to verify their email address. If the student does not verify their email address they will not be able to use the “forgot username” or “forgot password” links on the login page in the future.
6. Once the account is created successfully, the student is redirected to the login screen to login.

7. Once logged, under the “Needs Action” tabs select “Manage Request”
8. You will then select “SAP Appeal” and the aid year that the term (Fall, Spring, or Summer) you are requesting Federal aid for.

9. Selecting anywhere on the task expands the task to provide the student additional information about the task. Once task is open, select the “View Form” button.
10. Complete Financial Aid Appeal Form in Step #1 and save it because you will be uploading it later. Make sure you read the remaining steps in the instructions and then continue.

11. Make sure your Demographics are correct and then continue to the Statement section of the appeal. Read the “Appeal Letter Must” section carefully and paste or type your Appeal Letter in the Statement section.
12. If everything looks correct, you may choose to either E-Sign or opt out of E-Sign.

If you choose to opt out of E-Sign Pin, you are required to download and print the form, manually sign and upload it into StudentForms then submit.
13. Once signed you will then be directed to upload your Financial Aid Appeal Form and Third-Party Documentation. After everything is uploaded you need to make sure you submit your complete SAP Appeal.