

Submitting Documents Electronically to Student Financial Services

Students can watch the accompanying Submitting SFS Forms Electronically video for more information on how to submit a SFS form through a requirement listed on TU Portal or how to use TU SafeSend. The fastest way to submit a form or document to SFS is through the requirement listed under the SFS Channel on the Cost and Aid tab of TU Portal. Please include your **9 digit TU ID** in the 'Short note to the Recipients' section of TU Safe Send for any form or documentation submitted through TU Safe Send.

SFS Form Type	E-signature or Wet (handwritten) signature?	How to Submit to SFS
Confirmation of Fall Graduation Date Form	Either Adobe E-signature or Handwritten signature accepted.	1) Upload through the requirement listed on TU Portal. 2) Submit to sfs@temple.edu through TU Safe Send.
Graduate Student Federal Loan Change Request Form	Either Adobe E-signature or Handwritten signature accepted.	1) Upload through the requirement listed on TU Portal. 2) Submit to sfs@temple.edu through TU Safe Send.
Health Science Campus Graduate Student Enrollment Form	Either Adobe E-signature or Handwritten signature accepted.	Upload through the requirement listed on TU Portal.
Health Science Campus Computer Purchase Form	Either Adobe E-signature or Handwritten signature accepted.	Submit to sfs.hsc@temple.edu through TU Safe Send
Health Science Campus Independent Verification Worksheet	Either Adobe E-signature or Handwritten signature accepted.	Upload through the requirement listed on TU Portal.
Maximum Time Frame Graduation Plan Worksheet	Either Adobe E-signature or Handwritten signature accepted: requires signature of both student and advisor.	Advising can submit to sfs@temple.edu through TU Safe Send.
Non-Matriculated Student Direct Program Eligibility Request Form	Either Adobe E-signature or Handwritten signature accepted: requires signature of both student and advisor.	1) Upload through the requirement listed on TU Portal. 2) Submit to sfs@temple.edu through TU Safe Send.
Non-Matriculated Student Teacher Certification Loan Eligibility Form	Either Adobe E-signature or Handwritten signature accepted: requires signature of both student and advisor.	1) Upload through the requirement listed on TU Portal. 2) Submit to sfs@temple.edu through TU Safe Send.

Outside Scholarship Forms	Either Adobe E-signature or Handwritten signature accepted. If the student has not signed the form granting permission to release information to the outside organization, please include a signed statement confirming what time period the information is for, what information SFS can release, and who SFS can release the information to.	1) Upload through the requirement listed on TU Portal. 2) Submit to sfs@temple.edu through TU Safe Send.
Parent PLUS Loan Adjustment Form	Either Adobe E-signature or Handwritten signature accepted.	1) Upload through the requirement listed on TU Portal. 2) Submit to sfs@temple.edu through TU Safe Send.
Prior Semester Balance Private Loan Certification Form	Either Adobe E-signature or Handwritten signature accepted.	1) Upload through the requirement listed on TU Portal. 2) Submit to sfs@temple.edu through TU Safe Send.
Satisfactory Academic Progress Appeal Medical Documentation Form	Student signature can be either Adobe E-signature or handwritten. Medical professional wet signature required.	1) Upload through the requirement listed on TU Portal. 2) Submit to sfs@temple.edu through TU Safe Send.
Single Semester Federal Loan Change Request Form	Either Adobe E-signature or Handwritten signature accepted.	1) Upload through the requirement listed on TU Portal. 2) Submit to sfs@temple.edu through TU Safe Send.
Undergraduate Federal Loan Change Request Form	Either Adobe E-signature or Handwritten signature accepted.	1) Upload through the requirement listed on TU Portal. 2) Submit to sfs@temple.edu through TU Safe Send.

*Forms or documentation required through the Temple Dashboard (requirements such as federal verification, Citizenship, Selective Service, etc.), please review the instructions for the requirement in the Temple Dashboard. Any documentation or form requested through the Temple Dashboard should be uploaded through the Temple Dashboard.