



How To Help Your Parent Sign Your Appeal Form

As a dependent student, your appeal form will indicate that your parent must also sign and date the form. Both you (the student) and your parent must sign the appeal form using the same process, either with e-sign or by physically signing. Below are directions for how to sign electronically, or “wet” sign by paper AND upload within your portal.

Step 1: Select an Option Below

Option 1: Both Student and Parent Sign Electronically

You (the student) must first create an e-sign PIN by clicking “Create my E-sign PIN,” see below.

Option 2: Both Student and Parent Sign By Paper

You (the student) must first select “Opt out of E-Sign,” see below. You will then be prompted to download and print the form. If you do not currently have access to a printer, you may save the form as a PDF by selecting PDF for the printer, then print this form at a later date.

The student and one parent must sign and date.

Student's Signature	Date
Parent's Signature	Date

Do not mail this worksheet to the U.S. Department of Education.
Upload this form back on the site, using either your smartphone's camera or a scanner.

Option 1: Both Sign Electronically

☐ E-Sign PIN
Create my E-Sign PIN ?

Option 2: Print and Both Sign By Paper

☐ Opt out of E-Sign ?
NO

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Step 2:

Option 1 - Both Student and Parent Sign Electronically

1. You (the student) should complete the information in the pop-up box to create the student PIN (see Step 1). After e-signing, you will be able to send an e-sign request to your parent for their signature. If both parents are listed on the FAFSA (Free Application for Federal Student Aid), you can choose either parent to e-sign.

- First Name

- Last Name

- Date of Birth

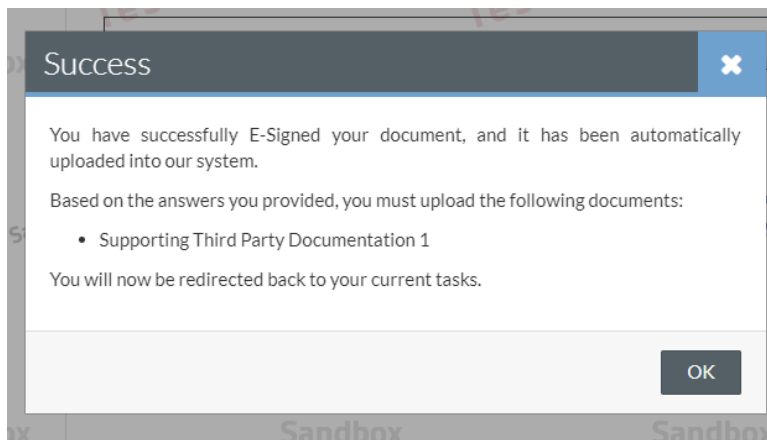
- Social Security Number

You may choose any 5 digit number for your PIN.

- PIN

- Confirm PIN

2. You (the student) will receive onscreen confirmation once you have successfully e-signed and submitted your appeal like shown below.





- Next, you will choose the parent that you want to e-sign the appeal form. Enter the parent's e-mail address then enter this again to confirm. Click the "Send Request" button to send an e-sign request to that parent's email address. This e-sign request will come from verificationdocuments@nl.edu.

- Once the e-sign request is sent to your parent, the form cannot be edited. If you would like to change the parent that received the e-sign request, click "edit request" as shown below. If you would like to cancel the e-sign request to instead sign by paper, click "cancel request" as shown below. If you choose to provide a physical signature, you will see the option to upload the signed document assigned as a new task.

 You have requested a parent be emailed to E-Sign this form. If you wish to cancel this request at any time, click the "Cancel Request" button to the right.

Cancel Request

Edit Request



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Office of Student Finance
phone: 888.658.8632 extension 5350
email: studentfinance@nl.edu

5. After you and your parent have e-signed the appeal form, you will be prompted to upload a copy of any required supporting documents, such as documentation to support your appeal. You may either scan and upload from your computer, or upload a picture from your phone's photo gallery. If you do not have the required documents available, you may log back in later to upload them.

 Upload Supporting Documentation 

 Upload

Submit

6. Once all documents are uploaded, use the "Submit" button to submit all information to NLU Student Finance for review. You will see an onscreen "All done!" confirmation message. After submitting your appeal, you will be unable to make changes. If you need to make changes, please contact the Student Finance office. If additional information is needed, or an appeal task requires a correction, you will receive a notice in your NLU Student Email. Please monitor your NLU Student Email for updates.

All done!

There's nothing you need to do at the moment. If this changes in the future, you'll be notified and tasks will be waiting when you log in.

Contact the Financial Aid Office with any questions.