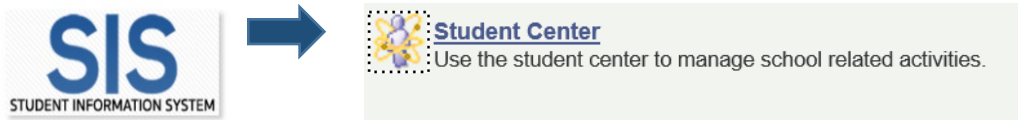


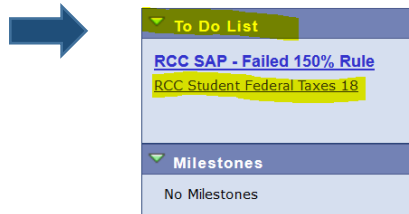
How to Submit Verification Documents in SIS in 5 Easy Steps

It's always best to use  **Internet Explorer** or  **Firefox Mozilla**. Google Chrome is not compatible.

1. Log into your [MyRCC](#) account, then click on the **SIS** box to access your **Student Center**.



2. View your **To Do List** which is located on the right side of the window.
3. Click on the underlined to do list item to view the details and, if applicable, upload required documentation.



4. To upload required documentation you must first save the document(s) on your computer and then upload them as an attachment by clicking the **upload file** button at the bottom of the page (as shown in the picture below on the left).
5. Preview the file before you submit it to ensure it's the correct document and provides the information requested. Once your file has been submitted you will see the word "Received" in the upper right-hand corner. (as shown in the picture on the right).

Rappahannock Community College
RCC Student Federal Taxes 18
Aid Year: 2021

Initiated

Your 2021-2021 [Free Application for Federal Student Aid](#) (FAFSA) was selected by the U.S. Department of Education for a review process called verification. Your income information must be verified.

The fastest and most convenient way to verify income information is to load your information directly from the IRS to your FAFSA: Login to your FAFSA ([fafsa.gov](#)), and take the steps necessary to use the Internal Revenue Service (IRS) Data Retrieval Tool (DRT). If you choose not to use the IRS DRT option, then you must submit a copy of your 2018 Federal IRS Tax Return Transcript, a tax return from Puerto Rico, or a foreign income tax return to the Financial Aid Office for review and evaluation of your eligibility for federal student aid.

To obtain a copy of your 2018 Federal IRS Tax Return Transcript:

1. Request it online at [Get Transcript ONLINE](#) OR
2. Complete and mail the paper request Form [4506T](#) to the IRS.

This documentation must be submitted to continue the review process and determine your eligibility for federal student aid. If additional clarification/documentation is required, you will be notified through your MESSAGE CENTER and/or TO-DO LIST your Student Center.

[upload file](#)

Rappahannock Community College
RCC Student Federal Taxes 18
Aid Year: 2020

Received

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Important: It is your responsibility to check your To Do List regularly. **Failure to submit required documents will result in your financial aid award not being approved.** If you upload the incorrect documentation you will not be able to change it and will need to contact the Financial Aid Office, so a Financial Aid Specialist can reset this option for you. For assistance please call 804-758-6734 or send us an email to financialaid@rappahannock.edu.