How to Upload Your Petition Documents

Step-by-step instructions:	**Screen shot example:**

1. On your **Residency Petition** page, click the Upload Documents hyperlink in **Your Current Petitions** table.

Residency Petition

Welcome to the Residency Petition Dashboard. You will use this site to initiate a new petition, submit your supporting documents and monitor the status of any current petitions.

Your Current Petitions

Semester	Petition Type	Status			
2020 Summer	U.S. Military (2020)	Petition Status	Received	View Petition	
		Documents Status	Not Received	Upload Documents	Documents Deadline 06/08/2020

2. On your **Submit Documents** page, click the Upload button [⬆] next to your required document.

   You will upload one file for each item requested, but can upload multiple files as needed (e.g., bank statements)

STUDENT : Copy of your driver's license, learner's permit or state-issued ID   ⬆

Military member's U.S. Military ID card   ⬆

3. In the **File Attachment** popup, drag-and-drop the file into the dashed box, or use the My Device icon to search for the file.

   You can only upload one file at a time.

File Attachment   ×

Choose From

My Device

← if you need to search for your file, click this icon.

If you have the file ready, you can drag-and-drop it into this box

4. When the file is ready, it will populate in the box & the box will turn green.

   Click the Upload button at this time.

   Acceptable file types: .BMP, .CSV, .DOC, .DOCX, .JPEG, .JPG, .PDF, .PNG, .RTF, .TIF, .TIFF, .TXT, .XLS, .XLSX

File Attachment   ×

Choose From

My Device

Upload   Clear

EXAMPLE-arizona-drivers-license.jpg
File Size: 77KB

5. When upload is complete, click the green Done button in the right corner.

File Attachment   Done

Choose From

My Device

EXAMPLE-arizona-drivers-license.jpg
File Size: 77KB

Upload Complete

6. Repeat until all documents required have been uploaded.
   Click the green Submit Documents button at this time.

2020 Fall | Independent Student (2020)   Home   Submit Documents

7. The Document Summary will confirm all documents have been submitted.

   Documents cannot be deleted after they have been submitted (but can be prior to when you hit "Submit Documents)

Documents Summary

Required	3	Uploaded	3
Optional	1	Uploaded	0
Documents Needed	0		