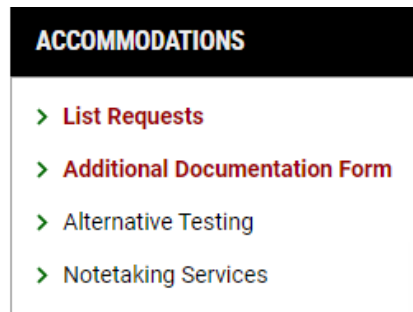
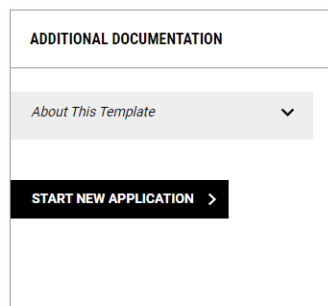


## How to Submit Additional Documentation

Log into STARS and select Additional Documentation Form under the Accommodations menu.

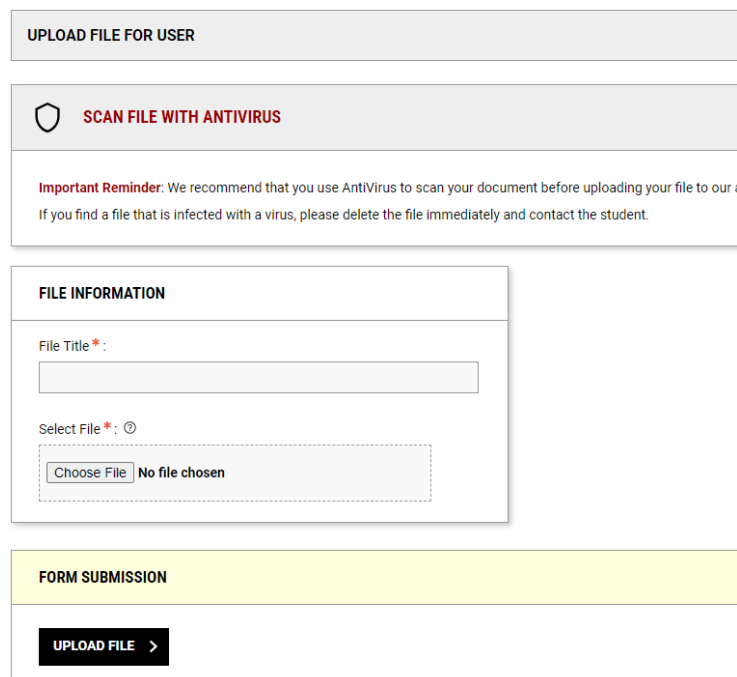


Select Start New Application. If you have previously submitted any additional documentation forms, those applications will also be listed.



Fill out the form completely and select Submit Request under Form Submission at the bottom of the page.

After the request has been submitted, you can upload documentation to the application on the next screen. Once the file is attached, select upload file.



A screenshot of a web form for uploading a file. It consists of several sections:

- UPLOAD FILE FOR USER**: A grey header bar.
- SCAN FILE WITH ANTIVIRUS**: A grey header bar with a shield icon.
- Important Reminder**: A text block stating: "We recommend that you use AntiVirus to scan your document before uploading your file to our a. If you find a file that is infected with a virus, please delete the file immediately and contact the student."
- FILE INFORMATION**: A white box containing:
  - File Title \***: A text input field.
  - Select File \*: @**: A file selection area with a "Choose File" button and the text "No file chosen".
- FORM SUBMISSION**: A yellow header bar.
- UPLOAD FILE >**: A black button with a right-pointing chevron icon.

The submitted application will be listed on the Additional Documentation Form – Overview Page.

**ADDITIONAL DOCUMENTATION**

**Status:**  
1 - Processing

**Date Submitted:**  
Monday, November 04, 2024 at 02:00 PM

**Assigned To:**  
Rachael TEST

**Number of Documentations Uploaded:**  
1

**Lastest Upload:**  
Monday, November 04, 2024 at 02:03 PM

**VIEW APPLICATION >**