

Tips for Completing Financial Aid Forms Remotely

I have a printer but not a scanner. How do I submit the completed form?

You may use a cell phone to scan your completed documents to us. You will use the instructions below to create a PDF file which can be attached to an email for submission.

Apple Users

Open the Notes app. Create a new note using the icon in the bottom right hand corner. Select the camera icon at the bottom of the screen. Choose "Scan Documents." Have your forms on a dark surface for best results. Hold the camera steady until the camera auto captures the file. Continue to do this until you have captured all of the files and choose "Save." Use the share button in right hand corner of the note to email. Please email the scanned files to the Financial Aid email: financialaid@anokaramsey.edu using your student email address

Android and Google Users

You will need to download the Microsoft One Drive app. Open the app and tap "Scan." Select "Document" and tap the white circle icon to scan the item. Once you're done editing your item, tap the checkmark, enter a file name, then tap the checkmark. Find the doc on your OneDrive (you may be prompted to share the latest scan) and tap the three dots to open a menu to share.

Please email the scanned files to the Financial Aid email: financialaid@anokaramsey.edu using your student email address.

Lastly, as of now, you may still mail the document to our offices. We have someone checking the mail twice a week. Please, note due to the length of time it is preferred that this be your last option.

I do not have a printer or a scanner, how can I complete the forms?

Using a computer, navigate to the [Forms](#). Download the Word file version of the form. Once open in Word, you may complete most of the form by typing your answers. **Please note, we cannot accept a typed signature.** To insert your signature into the form, please find a blank piece of paper and handwrite your signature and date it. Please take a clear photo of this. Email the photo to yourself. Download the photo and insert it into the Word document. You may need to change the formatting of the photo to "In-front of text."

If you do not have access to a computer, you may use your phone to complete form. You can download the PDF version of the form using your browser on your phone. Using an iPhone, open the form in Safari. Select the button with the arrow in the square. Choose "Markup." There you may manually fill

out the form. Please make sure it is legible. Save the file to a preferred drive and then share it via email with us.

On Android, when you open the form, choose download when prompted. Then “open.” Then choose the three dots in the corner and select “Open with.” If you do not already have one downloaded, you will need to download a PDF editor app. From there edit the file, save and share it with us via email.

Please email the complete files to the Financial Aid email: financialaid@anokaramsey.edu using your student email address.

Additionally, we recommend students reach out to Technology Services on campus to inquire about getting access to a computer. <http://www.anokaramsey.edu/resources/technology-services/>

I still need assistance with completing the paperwork.

From the hours of 8 am - 4:30 pm, you may reach out to us for assistance via the various means of communication:

-Email: financialaid@anokaramsey.edu

-Phone: 763-433-1500

-Zoom [On-Demand Virtual Meeting](#)- Meet virtually with a **Financial Aid** representative when you need it!

-Microsoft Bookings [Appointment](#) - Schedule a specialized appointment ahead of time with a **Financial Aid** representative.

-Chat with a Financial Aid staff member