Upload Required Financial Aid Documents through AccessKC Aid

Students can now upload required financial aid documents through AccessKC Aid. Follow these step-by-step instructions:

1. Determine which documents are required.
    a. Login to AccessKC Aid
    b. Select the correct year from the Award Year drop-down menu (upper right)
    c. Click on MENU in the top left corner
    d. Select DOCUMENTS & MESSAGES from the drop-down list to view your required documents
    e. Only submit documents with a status of 'not received' or 'incomplete'.
    f. If a document does not appear on this list, it is not required of you at this time. Please do not submit documents that are not required.
2. If you need to submit a KC Fin Aid form, download the form by clicking on the name of the form, complete it (many are fillable PDFs), print and sign it. You will then need to scan and save the document(s) to your computer, or take a high-quality image with your phone or other device.*
3. If you have something to submit that is not a KC Fin Aid form (tax documents, selective service, identity documents, etc.), you will need to create a file to upload. You can scan and save the document(s) to your computer, or take a high-quality image with your phone or other device.*
4. On the DOCUMENTS & MESSAGES screen, you will see a link next to documents that can be uploaded. Click on the 'Upload it now!' link for the document(s) you wish to upload. Different documents must be uploaded separately and under the correct document upload link. Ensure that you upload information and forms for the correct year. Some forms are year-specific and tax/income documents must be for the appropriate year.
5. A pop-up upload box will appear. You must upload a PDF or JPEG file with a file size of 25MB or less.
6. Click 'choose files' to find the file on your computer, phone or other device. Once you have selected the correct file, click the Upload button.
7. Do not close the upload progress box until the upload is complete.

Once the upload is complete, the document will be marked 'received' on the DOCUMENTS & MESSAGES screen. This means that the KC Fin Aid Office has received it, but has not reviewed it. **Documents may not be reviewed until all documents have been received, including the Admissions Process.** Once all documents have been received, your file will be verified. If information is incorrect or incomplete, someone will contact you to let you know what more is needed. Please ensure that you upload correct and complete information in order to streamline processing of your file.

*There are a number of applications you can download to your phone or tablet which will allow you to take high-quality images of text documents and convert them to PDFs for upload. The following are such applications. These applications are not products of Kilgore College nor does Kilgore College have any affiliation with the companies. Purchase the app or advanced features at your own discretion.

1. CamScanner
2. DocScan
3. Adobe Scan
4. Scanbot
5. Genius Scan