

HOW TO SUBMIT DOCUMENTS



Submit requested documents without having to come into the office

To encourage social distancing, here are options for submitting documents without having to come into the office.

E-Mail Documents: You can e-mail your documents to our office fax machine.

E-Mail to: 5592784833@fax.csufresno.edu

Fax Documents: You can fax your documents to our office using another fax machine.

Fax to: 559-278-4833

Mail Documents: You can mail your documents to our office – Please note that this will take longer.

Mail to:

Office of Financial Aid and Scholarships
5150 North Maple Avenue M/S JA64
Fresno, CA 93740

Tips and Tricks for sending your documents:

- When e-mailing or faxing; Use a cover page indicating how many pages your document should be. A coversheet has been included as the second page of this document for your convenience.
- Make sure your name and student ID# are on every page.
- When filling out a form, make sure you are using black ink.
- Write as clearly as possible.
- Make sure your documents are not cut off and are clear to read.
- Make sure documents are completed entirely – If a section does not apply to you, enter N/A. Do not leave anything blank.
- Make sure all necessary signatures are on the form.



Financial Aid and Scholarships

COVERSHEET FOR SENDING DOCUMENTS

Fax Number: 559.278.4833

Email: 5592784833@fax.csufresno.edu

Date: _____

Student Name: _____

Student ID#: _____

Number of pages included: _____

Description of document(s) being sent: _____

Document sent by (optional): _____