

# Instructions for using the Graduate College Secure Form Drop-Off

1. Access the site
  - Go to [go.grad.illinois.edu/Form\\_Drop\\_Off](http://go.grad.illinois.edu/Form_Drop_Off)
  - Log in with your NetID.

The screenshot shows the top navigation bar with links for 'STUDENTS', 'POSTDOCS', 'FACULTY & STAFF', and 'EMPLOYERS'. A 'GIVING' button and a search icon are also present. The main header features 'THE GRADUATE COLLEGE' logo and 'at the UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN' text, along with the university's 'I' logo.

## SECURE FORM DROP-OFF

[Upload Document](#) | [View My Uploaded Documents](#)

Before you begin, make sure that the form is filled out completely with all required signatures. Scan the paper form and save it as a pdf. After you upload the pdf below, you will not need to send the hard copy to the Graduate College.

- Enter the UIN of the student and click "Lookup"
- Confirm the name of the student is correct.
- Browse and upload the pdf form. **Note:** Please upload a separate pdf file for each student and type of form. If you have multiple pages of the same form type for one student, these must be combined into a single pdf for upload.
- Click "submit" to transfer the form to the Graduate College.

For questions about these forms, contact the Graduate College at [grad@illinois.edu](mailto:grad@illinois.edu) or 217-333-0035.

PDF upload

Enter the Student UIN

Form type

No file selected.

## 2. Student Information

- Enter the UIN of the student and click "Lookup".
- A box will prompt you to confirm the name of the student to avoid entry errors.
- Click "OK".

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PDF upload

Enter the Student UIN

Form type

Message from webpage

Is the following name correct?: 'Alexis Thompson' ?

### 3. Form Upload

- Before you begin, create a pdf file by scanning the signed paper form.
- *Note: when submitting multiple pages of the same form for a student, these must be combined into a single pdf file before uploading.*
- Select the form type from the drop-down menu. Certain form types will only be available for departmental users.
- Upload the pdf file.

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PDF upload

Enter the Student UIN

Name: Alexis Thompson

Form type  ▼

\\gradfps2\users\athmpsn

#### 4. Confirmation

- After you click “Submit”, a confirmation screen will display.
- Click the link to upload another form.

## SECURE FORM DROP-OFF

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[Upload Document](#) | [View My Uploaded Documents](#)

# Thank you !



The Final Exam Result Form for Alexis Thompson was successfully uploaded at 16:02:PM 17-01-2017

Please [print](#) or save this page for your records

To upload another file, [click here](#)

## 5. Form Status

- Select “View My Uploaded Documents” at the top of the page.
- Files you have uploaded recently will be displayed along with the status.
- *Accepted: Graduate College processing is complete. Some forms may require additional processing by the Registrar’s Office.*
- *In Process: Waiting for Graduate College review.*
- *Returned: Returned to the department for additional information or signatures.*

### SECURE FORM DROP-OFF

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[Upload Document](#) | [View My Uploaded Documents](#)

#### Uploaded document reports

Accepted: Graduate College processing complete. Some forms require additional processing by the Registrar's Office. Please check your student record.

In Process: Waiting for Graduate College review.

Returned: Returned to department for additional information and/or signatures.

1 records uploaded in the last 30 days

Doc type	Student name	Status	Date submitted
FER	Alexis Thompson	In Process	17-Jan-2017