Getting Started in the Berkeley Financial Aid Forms Website

If you have never signed in to the Berkeley Financial Aid Forms website before, you will first be asked to confirm your identity.

Why? Well, it is because we need to make sure that your name, social security number or Cal Dream ID number, and date of birth matches with what we have associated with your student ID number and your application for aid.

Once you have entered in your date of birth, your social security number or Cal Dream ID number, and phone number, click register account.
Requesting the Cost of Attendance Adjustment Request Form

Click on the Request box to request the Form.

You will be asked to select the form you wish to complete. Right now, there is only the cost of attendance adjustment request form, but next year, there will be more.

Next, enter the reason why you are requesting an increase to your standard cost of attendance. Hit submit.
Completing the Cost of Attendance Form

Click on the blue, Cost of Attendance Adjustment Request Web Form Banner

It will expand the window. Here you can see what you typed in the request window. Click on the “fill out” button.
Begin filling out the form. Be sure to complete the statement of circumstances. This will help us in the review stage.

All questions have to be answered, even if they do not apply to you. This is different than on the paper form. If you try to move forward and have not answered all the questions, it will prevent you.

**Signing the Form**

When you are finished, you will be given an option to E-Sign or to print out and sign a paper copy. E-signing is quick and easy- and just requires that you create a PIN to take place of your signature.
Success!

You have successfully E-Signed your document, and it has been automatically uploaded into our system. You will now be redirected back to your current tasks.

Now it is time to upload documents!
Uploading documents to the Cost of Attendance Adjustment Request Form

Choose a file from your computer or take a photo to upload. You will get a chance to review the image before submitting it.

You can also add more pages as you go through....
You can also add more pages later on, if you don’t have everything that you need with you. Once all documents are uploaded, submit the request.
Be sure to finish your submission!

You have submitted the appeal. It is now on its way to be processed by the Financial Aid and Scholarships Office.