Required Quality Assurance/Verification documents will ONLY be available electronically in your my.fiu.edu account.

**********Follow the instructions below to complete the Proof of Food Stamp Benefits**********

**Step 1:** Login to my.fiu.edu and click on the **Campus Solutions Self Service** link on the left hand side.

**Step 2:** Click on the **Student Center** link.

![Campus Solutions Self Service](image-url)
Step 3: Click on the link for Proof of Food Stamp Benefits.
The following page will load and display a general description of the form you are required to submit. Click on OK to continue.

The form will load as displayed below.

Proof of Food Stamp Benefits

Cover Sheet

Panther ID: 1060751
Student Name: Carlos Firpo

Step 4: To add an attachment, click on the attachment button. If you choose NOT to submit online, skip to Step 9.
**Step 5:** A new dialog box will pop up. Click on the **Add** button to add an attachment.

![Add button](image1.png)

**Step 6:** Select the file to attach and Click on the **attach** button.

![Attach button](image2.png)

The box will change to display the document you have attached. If you have more than one document to attach, repeat Step 5 to add another attachment. When you are done attaching all documents click on the **OK** button.

![Attached documents](image3.png)
The quantity of documents you have attached will be displayed at the bottom of the form.

**Step 7:** Click on the **Submit Form** to complete your form submission. A confirmation email will be sent once your submission has been received.

**Step 8:** Once you’re done attaching your documents, click on the Submit Form to complete the form submission. A confirmation email will be sent to your FIU email account confirming your submission has been received.

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**Step 9:** **PRINT** the form and fax with ALL required and **SIGNED** documents to **305-348-0333**. Fax machines are available at the Financial Aid Office in MMC, PC 125.