

# Submitting Images of Paper Documents

Have paper documents you need to give to our office? Skip the trip to campus! We accept images of those documents as they will be converted to a digital filing system regardless.

Below are some tips/suggestions to ensure your document is readable for processing.

## Acceptable:

**2019-20 Household Size Verification Form - Dependent**

**A. Student Information**  
 Student Name (Last, First, MI) Snead, Jon 111111  
 Student Non-Filer (Yes/No) Yes 11/11/2019

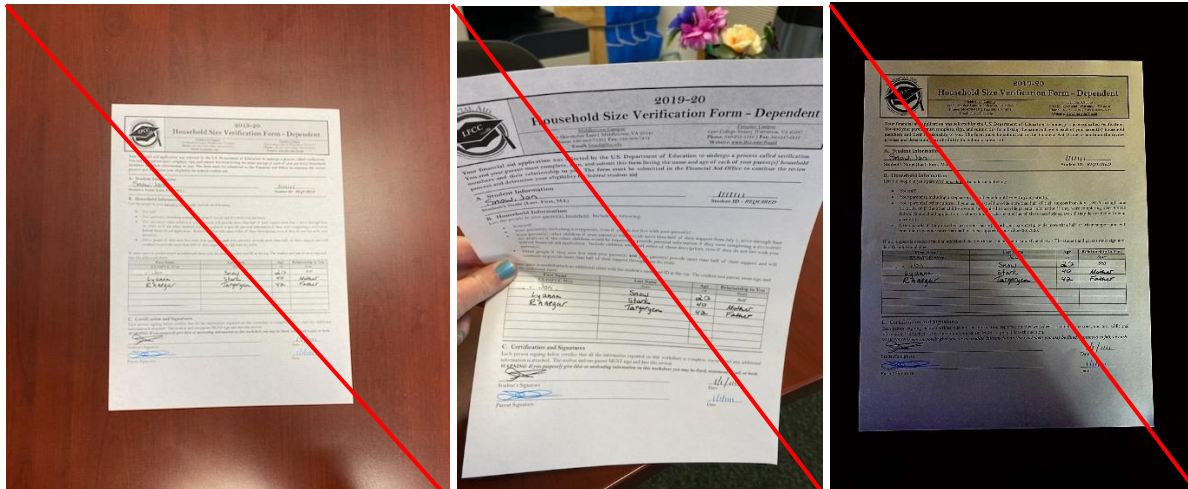
**B. Household Information**  
 List the people in your current household (include the following):

First Name	Last Name	Age	Relationship to You
Jon	Snead	20	Self
Lyanna	Stark	40	Mother
R. Meyer	Meyer	42	Father

**C. Certification and Signatures**  
 Each person signing this certifies that all the information reported on this worksheet is complete, correct, and any additional information is attached. The student and one parent MUST sign and date this certifier.  
**WARNING:** False reporting your data or including information on this work sheet may be treated as a criminal offense.

Student's Signature: [Signature]  
 Parent Signature: [Signature]

## Unusable:



Too far away, text isn't readable

Needs to be flat, image is distorted

Too dark, not readable in digital file system.

## Ready to submit your document? Here are the options:

- **Email:** [Finaid@lfcc.edu](mailto:Finaid@lfcc.edu)
- **Secure Upload:** <https://mysupport.lfcc.edu/>
- **Student Center:** Click the specific document to upload it (*Use Internet Explorer*). You can view your To Do List by logging into [MyLFCC](#) >> SIS >> Student Center >> To Do List.

