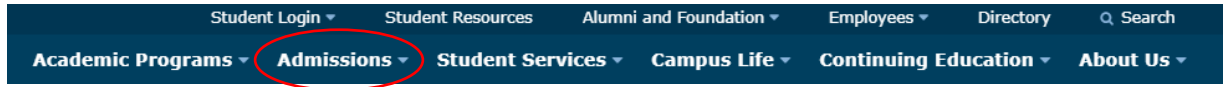


Submitting One Stop/ Records Forms Online

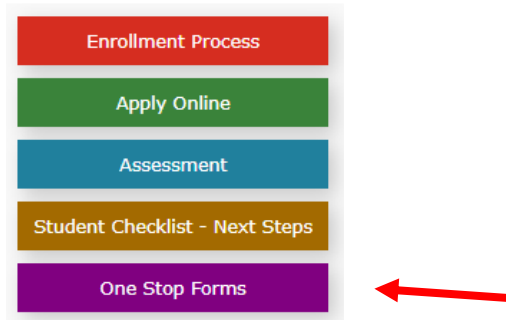
1. Go to <https://www.saintpaul.edu/>

2. Click on **Admissions** at the top



3. Click on **One Stop**

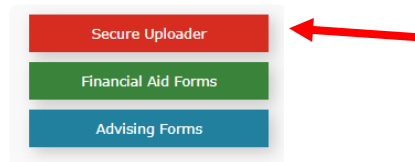
4. Click on **One Stop Forms (Purple Box)**



5. Click on **Secure Uploader (RED Box)** or link

One Stop Forms

Securely send any of the below documents to the One Stop Office by using the **Secure Uploader**. Submitted documents may take up to four weeks for processing. Any updates or requests for more information will be sent to your Saint Paul College email.



6. Sign in using your StarID and Password

7. Fill out the online form and **choose** the form you are attaching

Attachments

Choose the form you are attaching:

* Choose

A dark blue header with the word 'Attachments' in white. Below it is the text 'Choose the form you are attaching:' followed by a white dropdown menu with a downward arrow and the text '* Choose'. A red arrow points to the dropdown menu.

8. Attach all of your forms/ documents

Attachments

Choose the form you are attaching:

* Satisfactory Academic Progress (SAP) Appeal ▼

Financial Aid (FA) documents must be submitted via the secure uploader found on the [FA website](#).

Use the attachments button below to add your files to this form submission.

Attachments



Your number of attachments will appear at the end of this form in the 'Attachments' button within the bottom gray bar. There is a 5 MB limit in file size per submission.

9. Once all forms/ documents are attached, you will need to **sign** your online form

Electronic Signature

By signing this form, I certify that all the information reported on this form is complete and accurate and that I agree to all [electronic signature terms and conditions](#) set forth by Minnesota State Colleges and Universities.

Click Here To Sign Form

