To encourage social distancing, here are options for submitting documents without having to come into the office.

**E-Mail Documents**: You can e-mail your documents to our office fax machine.

E-Mail to: 5592784833@fax.csufresno.edu

**Fax Documents**: You can fax your documents to our office using another fax machine.

Fax to: 559-278-4833

**Mail Documents**: You can mail your documents to our office – Please note that this will take longer.

Mail to:
   Office of Financial Aid and Scholarships
   5150 North Maple Avenue M/S JA64
   Fresno, CA 93740

**Tips and Tricks for sending your documents:**

- When e-mailing or faxing; Use a cover page indicating how many pages your document should be. A coversheet has been included as the second page of this document for your convenience.
- Make sure your name and student ID# are on every page.
- When filling out a form, make sure you are using black ink.
- Write as clearly as possible.
- Make sure your documents are not cut off and are clear to read.
- Make sure documents are completed entirely – If a section does not apply to you, enter N/A. Do not leave anything blank.
- Make sure all necessary signatures are on the form.
COVERSHEET FOR SENDING DOCUMENTS

Fax Number: 559.278.4833
Email: 5592784833@fax.csufresno.edu

Date: ____________________________

Student Name: ____________________________

Student ID#: ____________________________

Number of pages included: ________________

Description of document(s) being sent: ____________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Document sent by (optional): ____________________________