

Office of Student Financial Aid

Document Submission Guidelines

Students should submit only the documents that are specifically requested. Submission of documents that are not required or applicable to a student's individual circumstances may result in delayed processing.

Completed forms and requested documents may be submitted in several ways. **Please choose only one method of transmission and ensure the documents are signed and labeled with the student's full legal name and University ID number.**

Document Submission Options

Fax: (401)-254-3356

Document Upload: Nextcloud is a safe and secure open source file sync and share software that allows you to upload your documents directly to our Financial Aid server. To upload your documents, please visit Nextcloud at <https://sendto.rwu.edu/s/W7yHQDmaz7Y2EEM>.

U.S. Mail: Roger Williams University
Office of Financial Aid
One Old Ferry Road
Bristol, RI 02809-2921

Hand-delivery: Deliver to our financial aid office at One Old Ferry Road, Administration Building, 1st Floor, Monday through Friday 8:00 am - 4:30 pm.

Email: Scan the document into a single PDF document and email it as an attachment to finaid@rwu.edu. Please include the student's name and University ID number in the body of the email. Please note that we will not be able to open encrypted or password-protected PDF documents.

Any document containing personally identifying information, such as a Social Security Number or taxpayer ID number, should never be transmitted in the body of an email message or in any attachment to an email message, as email is not a secure method of transmission. If you need to send us such information, please use our fax number to do so or upload your documents directly to our Financial Aid Office by using Nextcloud.