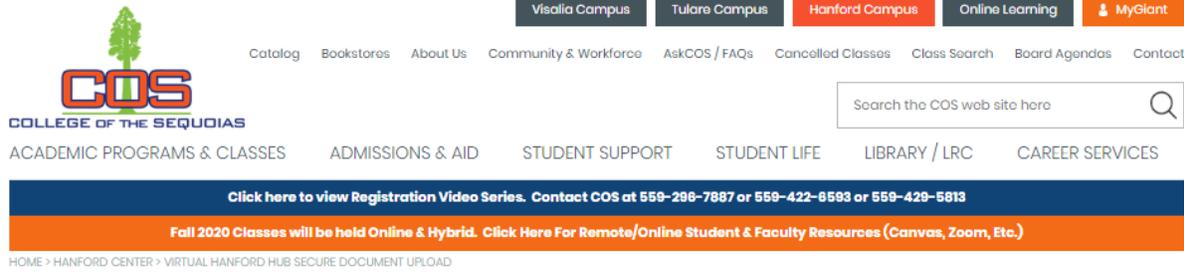


1. Go to the COS Hanford Document Upload [link](https://www.cos.edu/hanfordupload) or type <https://www.cos.edu/hanfordupload>



## Virtual Hanford Hub Secure Document Upload

Please enter your student info below to begin your secure document upload.

\* Indicates required field  
 Banner ID: \*   
 Birthdate (eg. 10/23/2010): \*

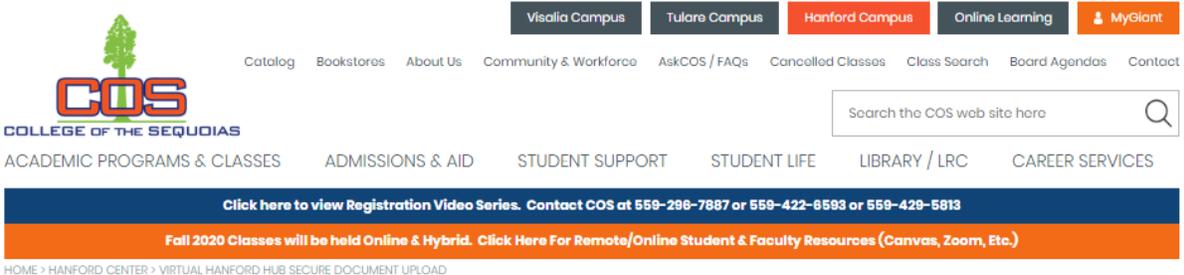
For support, please contact us!

**Email:** Hanford@cos.edu  
**Phone:** (559) 530-2502

2. Complete the following:

- Type **Banner** (Student) ID Number (@00123456)
- Type your date of birth (**DOB**) as listed (MM/DD/YYYY)
- Click **verify**

*Please ensure information is accurate as it helps our staff connect documents with you in our system.*



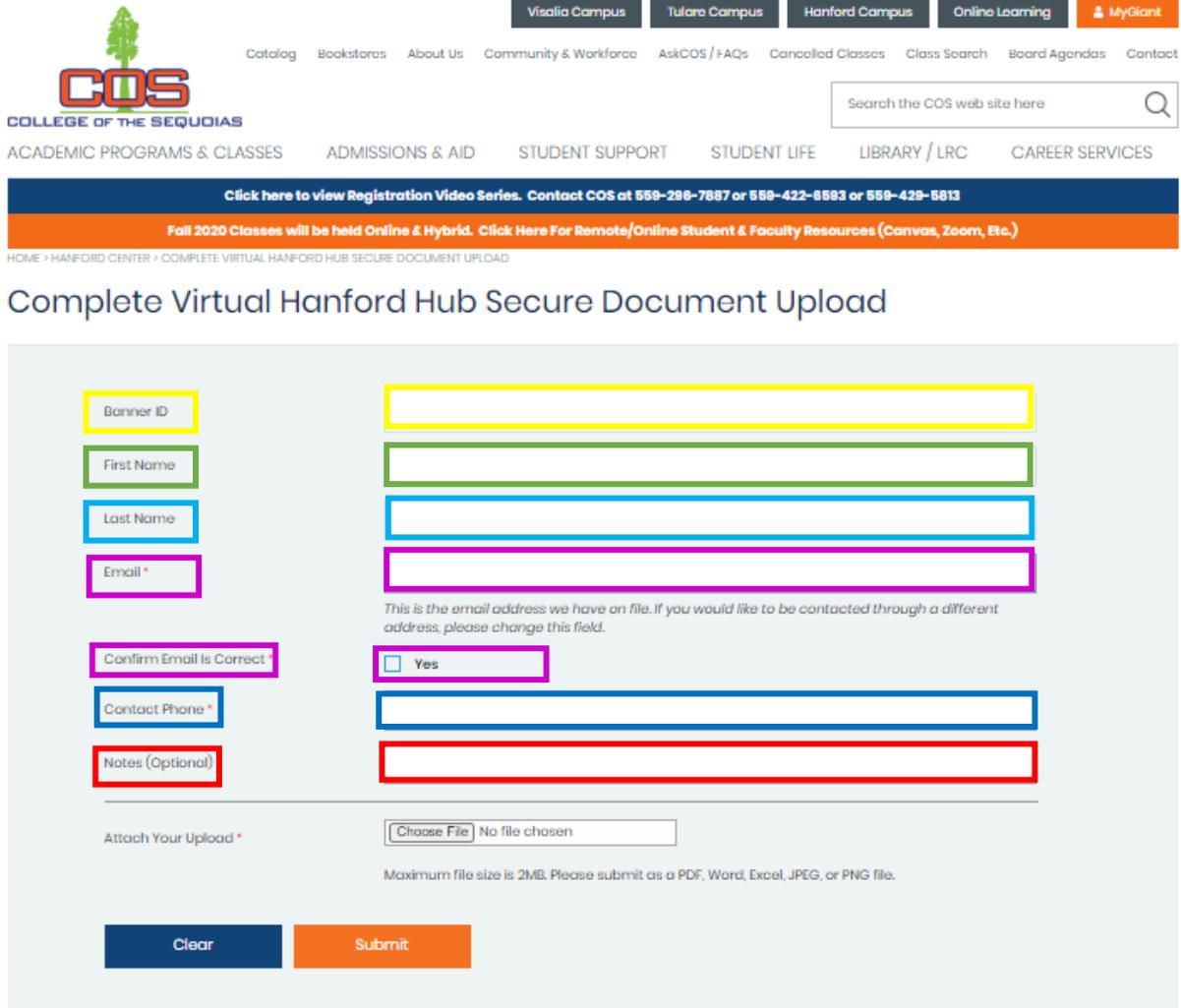
## Virtual Hanford Hub Secure Document Upload

Please enter your student info below to begin your secure document upload.

\* Indicates required field  
 Banner ID: \*   
 Birthdate (eg. 10/23/2010): \*

3. On the next page, Review the following:

- Banner ID
- First Name
- Last Name
- Type Email – CLICK YES BOX
- Contact Phone
- Notes (Optional) - Should information be incorrect, please use this section to inform us.



Visalia Campus | Tulare Campus | Hanford Campus | Online Learning | MyGiant

Catalog | Bookstores | About Us | Community & Workforce | AskCOS / FAQs | Cancelled Classes | Class Search | Board Agendas | Contact

Search the COS web site here

ACADEMIC PROGRAMS & CLASSES | ADMISSIONS & AID | STUDENT SUPPORT | STUDENT LIFE | LIBRARY / LRC | CAREER SERVICES

Click here to view Registration Video Series. Contact COS at 559-286-7887 or 559-422-8883 or 559-429-5813

Fall 2020 Classes will be held Online & Hybrid. Click Here For Remote/Online Student & Faculty Resources (Canvas, Zoom, Etc.)

HOME > HANFORD CENTER > COMPLETE VIRTUAL HANFORD HUB SECURE DOCUMENT UPLOAD

### Complete Virtual Hanford Hub Secure Document Upload

This is the email address we have on file. If you would like to be contacted through a different address, please change this field.  
 Yes  
  
  


---

 Attach Your Upload \*  No file chosen  
Maximum file size is 2MB. Please submit as a PDF, Word, Excel, JPEG, or PNG file.

4. If information is correct, you are *almost* ready to upload your document. But first... *A few tips from our staff.*

*Please see the next item box below.*

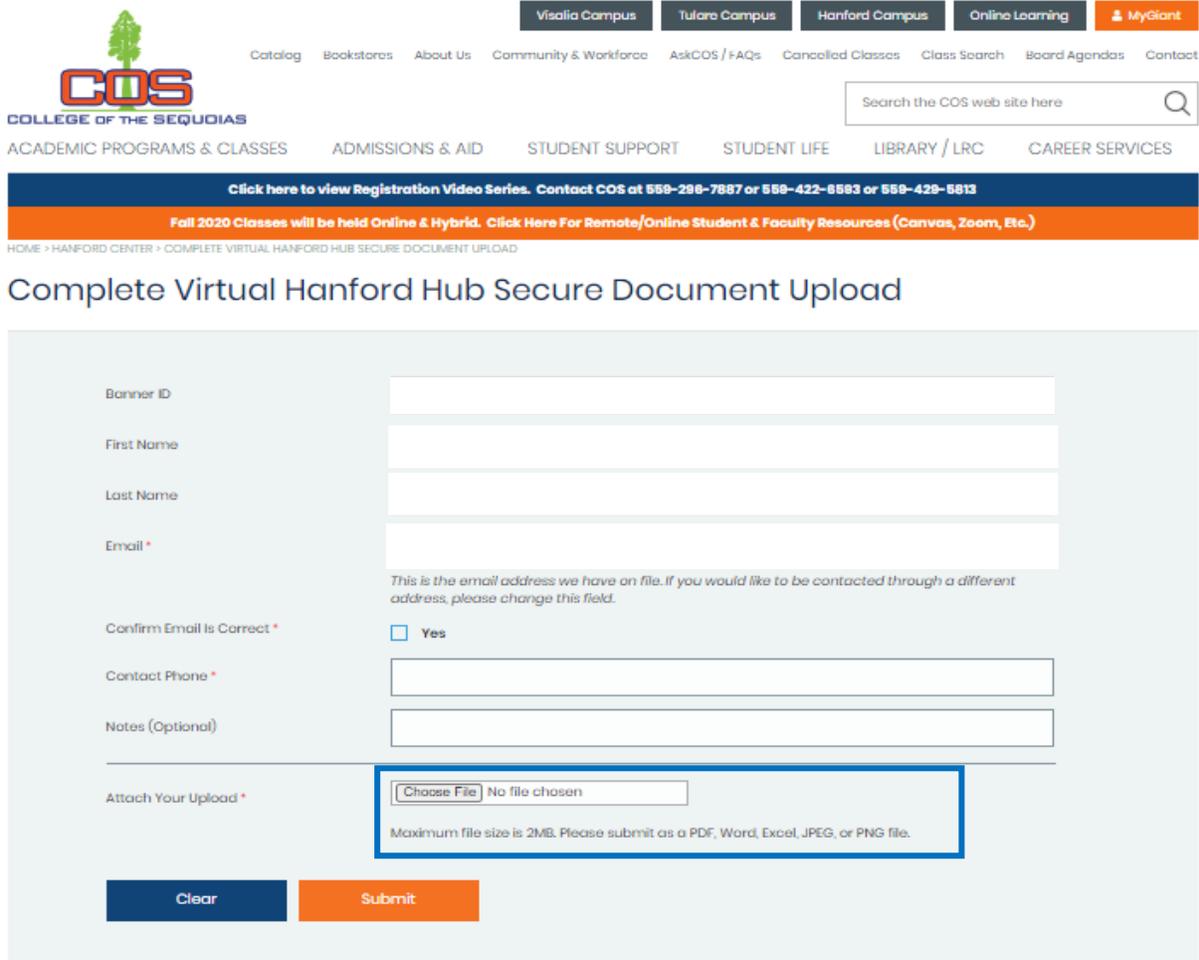
**5. A few tips on your file:**

- If form fillable option is available, complete all allowable sections.
  - *Illegible/incorrect documents or files not meeting electronic format standards are subject to denial/resubmission.*
- Use optional notes section to help us identify your file(s) or address file.
- Name your file based on you and your form.
  - *i.e. Doe, J-FA.DependentVerification\_20.21*
  - *This helps us process your requested file and send to other staff as needed or required.*
- Save as a PDF (if possible) and send as ONE file.
  - *This helps us process your requested file.*
  - *No Printer. No Problem. For support using your cell phone, click [iPhone](#) or [Android](#)*
  - *No Printer. No Phone Apps. Give us a call (559) 530-2502 or send an [email](#).*

**6. Here are a list of files**

Access & Ability	<ul style="list-style-type: none"> <li>• AAC Intake Application</li> <li>• AAC Reactivation Application</li> </ul>	<ul style="list-style-type: none"> <li>• Verification Form(s)</li> <li>• Documentation of Condition(s)</li> </ul>
Admission & Records	<ul style="list-style-type: none"> <li>• AB540</li> <li>• Add Slip</li> <li>• Application for Certificate</li> <li>• Course Repeat Request</li> <li>• Demographic Change Form</li> <li>• Dual Enrollment Forms</li> <li>• Duplicate Degree or Certificate Request</li> <li>• Early Grade Request Form</li> <li>• External Credit Petition</li> <li>• Independent Study Form</li> <li>• Petition for Academic Renewal</li> <li>• Petition for Credit by Exam</li> <li>• Petition to Remove AP Credit</li> <li>• Repeat Petition</li> </ul>	<ul style="list-style-type: none"> <li>• Petition for Grade Modification of Student Record</li> <li>• Petition to Override Priority Registration</li> <li>• Petition to Repeat Course Form</li> <li>• Prerequisite Override Petition</li> <li>• Priority Registration Forms</li> <li>• Readmission Petition</li> <li>• Request for an Excused Withdrawal (EW)</li> <li>• Residency</li> <li>• Time Conflict Petition</li> <li>• Transcripts</li> <li>• Verification Request</li> </ul>
Financial Aid	<ul style="list-style-type: none"> <li>• Other Misc. Form(s)</li> <li>• Satisfactory Academic Program (SAP) Appeal Form</li> <li>• Title IV Authorization Form</li> </ul>	<ul style="list-style-type: none"> <li>• Verification Form(s)</li> <li>• Tax Transcript(s)</li> <li>• W2's/ Letters of Non-Filing</li> </ul>
Veterans	<ul style="list-style-type: none"> <li>• DD-214</li> <li>• Dependent Fee Waiver Approval Letter</li> <li>• JST Release</li> <li>• Semester Request Form</li> </ul>	<ul style="list-style-type: none"> <li>• Letter of Eligibility/App.</li> <li>• Confirmation Memo of Understanding (MOU)</li> <li>• Tuition Assistance Authorization</li> </ul>
Student Success Program	<ul style="list-style-type: none"> <li>• Mutual Responsibility Agreement</li> </ul>	

7. Next, **click** on the **Choose File** button. Be mindful of the accepted file type and size.



Visalia Campus | Tulare Campus | Hanford Campus | Online Learning | MyGiant

Catalog | Bookstores | About Us | Community & Workforce | AskCOS / FAQs | Cancelled Classes | Class Search | Board Agendas | Contact

COLLEGE OF THE SEQUOIAS

ACADEMIC PROGRAMS & CLASSES | ADMISSIONS & AID | STUDENT SUPPORT | STUDENT LIFE | LIBRARY / LRC | CAREER SERVICES

Click here to view Registration Video Series. Contact COS at 559-296-7887 or 559-422-8593 or 559-429-5813

Fall 2020 Classes will be held Online & Hybrid. Click Here For Remote/Online Student & Faculty Resources (Canvas, Zoom, Etc.)

HOME > HANFORD CENTER > COMPLETE VIRTUAL HANFORD HUB SECURE DOCUMENT UPLOAD

### Complete Virtual Hanford Hub Secure Document Upload

Banner ID:

First Name:

Last Name:

Email \*   
This is the email address we have on file. If you would like to be contacted through a different address, please change this field.

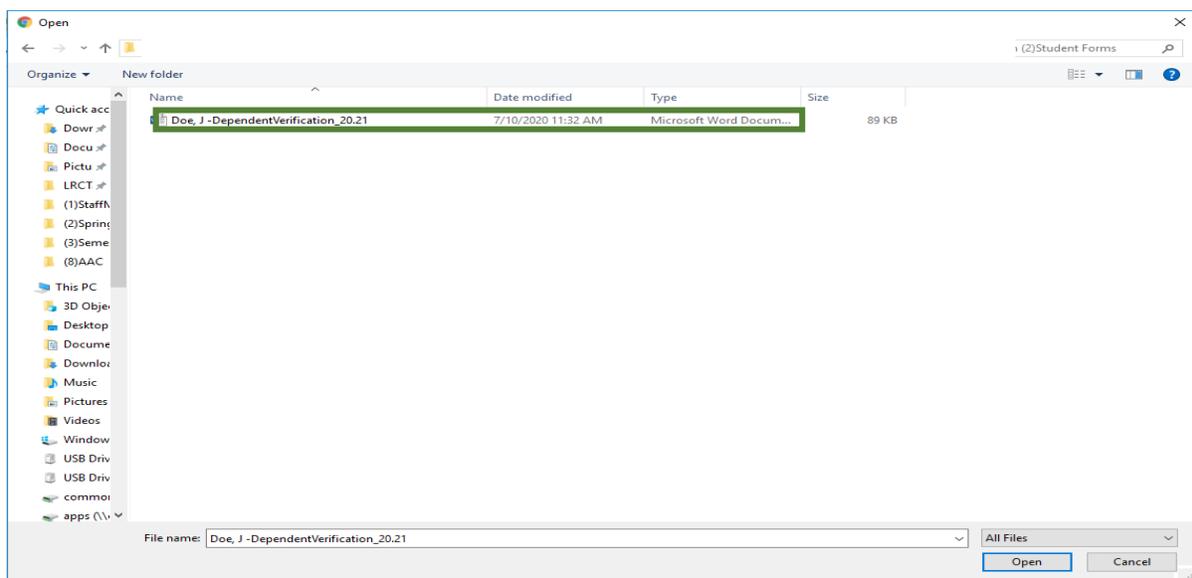
Confirm Email Is Correct \*  Yes

Contact Phone \*

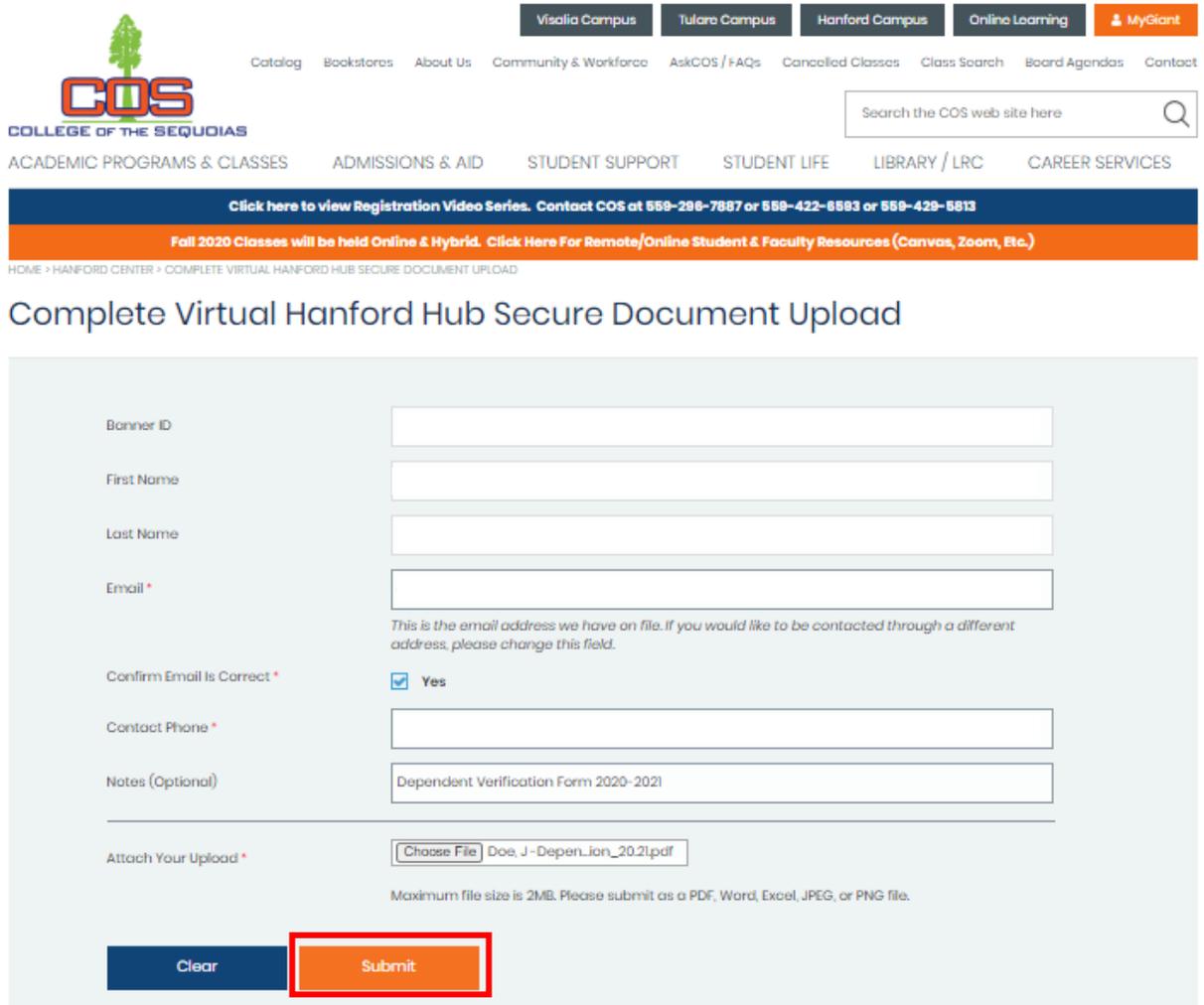
Notes (Optional)

Attach Your Upload \*  No file chosen  
Maximum file size is 2MB. Please submit as a PDF, Word, Excel, JPEG, or PNG file.

8. Once the window opens, locate your document **file** and click **Open**.



9. After selecting the file, you will return to the previous page. Please review all information one more time. If everything looks correct, **click** the **Submit** button.



Visalia Campus | Tulare Campus | Hanford Campus | Online Learning | MyGiant

Catalog | Bookstores | About Us | Community & Workforce | AskCOS / FAQs | Cancelled Classes | Class Search | Board Agendas | Contact

COLLEGE OF THE SEQUOIAS

ACADEMIC PROGRAMS & CLASSES | ADMISSIONS & AID | STUDENT SUPPORT | STUDENT LIFE | LIBRARY / LRC | CAREER SERVICES

Click here to view Registration Video Series. Contact COS at 559-296-7887 or 559-422-8593 or 559-429-5813

Fall 2020 Classes will be held Online & Hybrid. Click Here For Remote/Online Student & Faculty Resources (Canvas, Zoom, Etc.)

HOME > HANFORD CENTER > COMPLETE VIRTUAL HANFORD HUB SECURE DOCUMENT UPLOAD

## Complete Virtual Hanford Hub Secure Document Upload

Banner ID:

First Name:

Last Name:

Email \*   
This is the email address we have on file. If you would like to be contacted through a different address, please change this field.

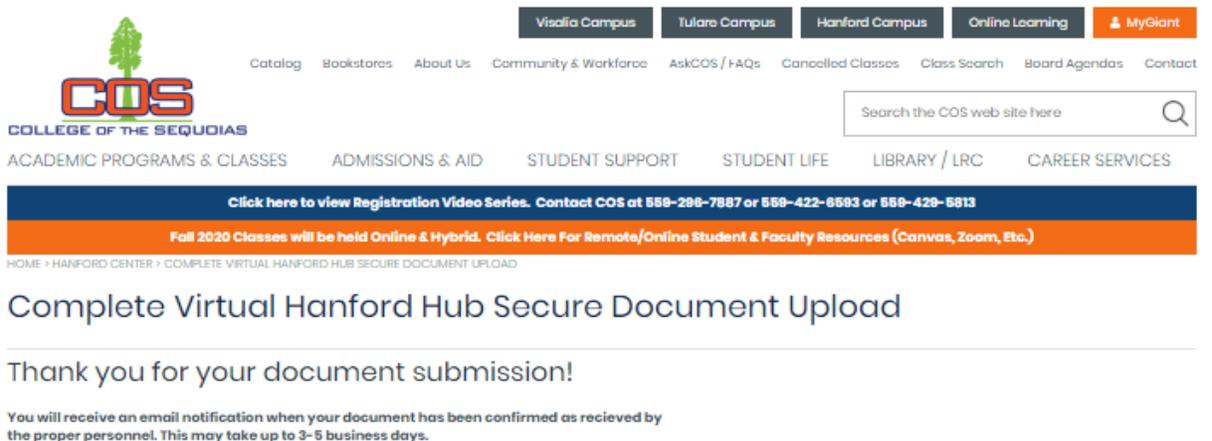
Confirm Email Is Correct \*  Yes

Contact Phone \*

Notes (Optional)

Attach Your Upload \*  Doe, J - Depen...ion\_20.21.pdf  
Maximum file size is 2MB. Please submit as a PDF, Word, Excel, JPEG, or PNG file.

10. A *notice* will generate *indicating* the *upload* was *successful*. Please make sure to save/screenshot any notice(s) for your personal records.



Visalia Campus | Tulare Campus | Hanford Campus | Online Learning | MyGiant

Catalog | Bookstores | About Us | Community & Workforce | AskCOS / FAQs | Cancelled Classes | Class Search | Board Agendas | Contact

COLLEGE OF THE SEQUOIAS

ACADEMIC PROGRAMS & CLASSES | ADMISSIONS & AID | STUDENT SUPPORT | STUDENT LIFE | LIBRARY / LRC | CAREER SERVICES

Click here to view Registration Video Series. Contact COS at 559-296-7887 or 559-422-8593 or 559-429-5813

Fall 2020 Classes will be held Online & Hybrid. Click Here For Remote/Online Student & Faculty Resources (Canvas, Zoom, Etc.)

HOME > HANFORD CENTER > COMPLETE VIRTUAL HANFORD HUB SECURE DOCUMENT UPLOAD

## Complete Virtual Hanford Hub Secure Document Upload

Thank you for your document submission!

You will receive an email notification when your document has been confirmed as recieved by the proper personnel. This may take up to 3-5 business days.