

Guide for Submitting Documents

- **By Mail:**

Office of Student Financial Planning
Washington University School of Medicine
Campus Box 8059
660 S. Euclid Ave. | St. Louis, MO 63110-1093

- If mailing, please ensure your name or student ID # are at the top of each page.

- **By Fax:**

- 314-362-3045
- If faxing, please ensure your name or student ID # are at the top of each page.

- **By Email:**

- medfinancialaid@wustl.edu
- If your document has full SSNs, bank account #s, or bank routing #s, please redact that information prior to sending and/or secure your document with a password prior to submitting through email. You may then call our office (314-362-6845) with that password.
- If your document does NOT have full SSNs or banking numbers on it, you do not need to secure it prior to sending.

- **NEW: Upload via [NetPartner](#)**

- If a document has an “Upload It Now!” link beside it, you may complete and upload it directly to the website.
- Simply click the blue document title, download the form, complete it, and then use the “Upload It Now!” link.

- **PERSONAL CHECKS/529 PAYMENTS – (This must go to the Student Accounting/Registrar’s Office)**

- Can be sent to the address listed on your bill or you may call 314 362-6860 for details on the EFT option of those funds:

Washington University in St. Louis
P.O. Box 14627
St. Louis, MO 63150-4627

- Please include your student ID # on the check

- **SCHOLARSHIP CHECKS – (All payments must go to the Student Accounting/Registrar’s Office- FA cannot accept checks/payments directly)** Please notify the name and scholarship amount to office of Student Financial aid

- Can be sent to the Registrar/Student Accounts:

Office of the Registrar
Washington University School of Medicine
Campus Box 8021
660 S. Euclid Ave.
St. Louis, MO 63110

- **General Guidelines**

- If you email a document, you should receive an email back within 1-2 business days confirming we have received it.
- Please allow our office 3-5 business days to mark your document as “Received.”