The GPA Upload Tool
Making it Easier for Students Applying for State Financial Aid

WHAT IS THE GPA UPLOAD TOOL?

The Maryland College Aid Processing System (MDCAPS) has a new feature that allows Maryland high school staff to report their high school seniors unweighted Grade Point Average (GPA). With this new feature, eligible high school staff can verify and report the student's first semester cumulative unweighted GPA from their senior year of high school for the student to be considered for various state scholarship and grant programs like the Guaranteed Access (GA) Grant, Maryland Community College Promise (Promise) Scholarship, or the Teaching Fellows for Maryland Scholarship.

WHY SHOULD HIGH SCHOOL STAFF PARTICIPATE?

This upload tool eliminates the need for the student to submit a copy of their transcript to MHEC by email. When a high school uploads GPA information on behalf of the student, the unweighted GPA reported by the high school satisfies that requirement.

Step 1:

Complete the Maryland College Aid Processing System (MDCAPS) Individual User Agreement.

The Agreement establishes terms and conditions required by users participating in the GPA Upload Process.
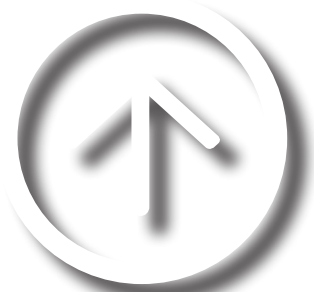
Step 2:

Sign and return the Maryland College Aid Processing System (MDCAPS) Individual User Agreement by email to fafsa.mhec@maryland.gov.

MDCAPS is the processing system used by the Maryland Higher Education Commission to allocate state grant and scholarships to Maryland students. By signing the user agreement, high school users will have access to upload GPA information into MDCAPS for their high school seniors.

Step 3:

An Office of Student Financial Assistance (OSFA) representative will create a username and password of the MDCAPS User Agreement.

The GPA Upload User Guide will accompany the login information provided by MHEC detailing the upload process.

This new MDCAPS feature streamlines the application process for students, so sign up TODAY!