This guide is intended to give you more information regarding the documents/information that you need to submit to the financial aid office in order to complete your file. Remember that your financial aid award is not final until all of the documents LISTED ON YOUR Acknowledgment/Information Request e-mail are submitted. Refer to your e-mail to see which documents you need to submit and then match the name to the document below for more information. If a form is needed to complete the request you can download and print it at http://www.msjc.edu/faforms. You do not need to submit all the documents on this Guide, only the ones listed in your e-mail. This Guide is just a reference document.

If your e-mail lists this document then follow these directions:

- **Active Military Duty:** Submit an official copy of your orders or an official letter from your Commanding Officer.

- **Bachelor's Degree Clarification Form:** You indicated on your FAFSA a degree status that differs from that on your MSJC Admissions application, or you did not report whether or not you will have your first Bachelor's degree by July 1, 2014. Complete the requested form to clarify whether or not you have attained a Bachelor's degree (or higher) by July 1, 2014.

- **Bankruptcy Loan Clearance Letter:** The National Student Loan Data System (NSLDS) has informed us that you have one or more student loans in an active bankruptcy status. Before you can receive any additional federal student loans, you must see a Financial Aid office at the San Jacinto or Menifee Valley campuses.

- **Board of Governor's Fee Waiver:** Complete this form or the FAFSA to determine your eligibility for tuition fee waiver.

- **Citizenship Documentation:** The Social Security Administration was unable to confirm that you are a U.S. citizen, as you indicated on your FAFSA. Submit a copy of your birth certificate or Certificate of Naturalization (you are permitted to copy your Certification of Naturalization for financial aid eligibility).

- **Consent to Release Form:** Submit this form if you would like to authorize a third party to access information regarding your financial aid application.

- **Declining or Returning Pell Grant Funds Form:** Submit this forms if you wish to decline or return your Pell Grant funds within the academic year.

- **Dependency Status Clarification Form:** Complete the requested form to clarify your dependency status. Submit official court documentation which indicates that you are or were an emancipated minor, in legal guardianship, an orphan/ward of the court or you were an unaccompanied youth who was homeless or at risk of being homeless from HUD, a Director of a homeless shelter, and/or your high school counselor or principal.

- **Discharged Loan Clearance Letter:** The National Student Loan Data System (NSLDS) indicates you have one or more student loans discharged because of a total and permanent disability. Before you can receive additional federal student loans, you must see a Financial Aid office at the San Jacinto or Menifee Valley campuses.

- **Discharged Veteran Loan Clearance Letter:** The National Student Loan Data System (NSLDS) indicates that one or more of your federal student loans have been discharged by the Department of
Veterans Affairs. Before you can receive additional federal student loans, you must see a Financial Aid office at the San Jacinto or Menifee Valley campuses.

- **Drug Conviction Status:** The Department of Education has indicated that you are currently being denied aid from one or more Title IV Federal assistance programs by court order under the terms of the Anti-Drug Abuse Act of 1988. You can also correct this item or get additional help with this question by calling 1-800-433-3243.

- **High School Diploma:** You stated on your FAFSA form or with enrollment services that you have a high school diploma. You must provide a copy of your high school diploma for verification.

- **Identity and Statement of Educational Purpose Form 2015-2016:** You will need to schedule an appointment with the Financial Aid Supervisor and verify your identity by presenting a valid government-issued photo identification (ID), such as but not limited to, a driver’s license, other state-issued ID, or a passport.

- **Iraq/Afghanistan Clearance Letter:** The Department of Education has notified us that you have received at least one overpayment of Federal student aid funds. You are required by law to repay any funds received from the Federal aid programs to which you were not entitled. Until your overpayment has been resolved, you are ineligible to receive any Federal student assistance. To resolve your overpayment, call the U.S. Department of Education at 1-800-621-3115 or write to the U.S. Department of Education, Defaulted Resolution Group, P.O. Box 5609, Greenville, Texas 75403-5609.

- **Loan Default Clearance Letter:** The Department of Education has indicated that you are in default on a Federal student loan. You are not eligible to receive any Federal student aid until you verify that your account has been resolved. Contact the U.S. Department of Education by calling 1-800-621-3115, or submit your default clearance letter if this has already been resolved to the Financial Aid office.

- **Loan Overaward Clearance Letter:** Based upon information provided by the National Student Loan Data System (NSLDS) and your reported grade level, the U.S. Department of Education has determined that you have received student loans in excess of loan limits established for the Federal loan programs. You must submit verification that you have repaid the overpayment or have made satisfactory arrangements with the holder of the loan(s) to repay the excess loan funds.

- **Loan Reject:** The National Student Loan Data System (NSLDS) has indicated that you have one or more Federal student loans that may have been obtained fraudulently. You are not eligible to receive any Federal student aid until this issue has been resolved. Visit the NSLDS website to review your loan history and contact your loan holder for resolution.

- **Parent(s) 2014 IRS Income Verification Form 2015-2016:** Your application has been selected for review in a process called verification. You and your parents must complete and sign the requested form. Attach a photocopy of your parent(s)’ 2014 Federal IRS Tax Return Transcript or W-2 (if taxes were not filed). (Refer to directions on form).

- **Parent’s Social Security Number Verification:** The parent name reported on your FAFSA does not match the parent’s name in the SSA records. Your parent must submit a signed copy of their Social Security Card and a signed copy of a current State or Government issued identification card.

- **Pell Overpayment Clearance Letter:** The Department of Education has notified us that you received at least one overpayment of Federal student aid funds. You are required by law to repay any funds received from the Federal aid programs to which you were not entitled. Until your overpayment has been resolved, you are ineligible to receive any Federal student aid assistance. To resolve your overpayment, call the U.S. Department of Education at 1-800-621-3115 or write to the U.S. Department of Education, Defaulted Resolution Group, P.O. Box 5609, Greenville, Texas 75403-5609.
• **Perkins Overaward Clearance Letter:** The Department of Education has notified us that you received at least one overpayment of Federal student aid funds. You are required by law to repay any funds received from the Federal aid programs to which you were not entitled. Until your overpayment has been resolved, you are ineligible to receive any Federal student aid assistance. To resolve your overpayment, call the U.S. Department of Education at 1-800-621-3115 or write to the U.S. U.S. Department of Education, Defaulted Resolution Group, P.O. Box 5609, Greenville, Texas 75403-5609.

• **Permanent Residency Verification:** The Department of Homeland Security (DHS) has not yet confirmed your statement that you are an eligible noncitizen. Submit a clear copy of your permanent residency/green card (both front and back) or other document(s) needed to determine permanent residency status. Be aware that this verification process may add an additional three weeks to normal processing time.

• **Program of Study Declaration:** Federal regulations require you to pursue an eligible program of study to be eligible for financial aid. Enrollment Services records indicate that you have not selected an eligible program of study. Therefore, you are not eligible to receive financial aid. If this is incorrect, update your program of study via your EagleAdvisor account at [https://ea.msjc.edu/Main/Main?CONSTITUENCY=WBST&type=P&pid=ST-XWESTS096A](https://ea.msjc.edu/Main/Main?CONSTITUENCY=WBST&type=P&pid=ST-XWESTS096A).

• **Selective Service Registration Verification Form:** The Department of Education was not able to confirm your registration status with the Selective Service System. Complete and submit the requested form to clarify your selective service registration status. If you have not yet registered, are male, and are 18 through 25 years of age, to receive Federal student aid you are required to answer “yes” to both items 21 and 22 on your Student Aid Report, complete a Selective Service registration form at your local post office, or register online at [www.sss.gov](http://www.sss.gov). If you believe you have already registered or cannot register because you are over the age of 25, you are required to contact the Selective Service at 1-847-688-6888 to resolve your registration status before you can receive Federal student aid. If you are female, state that you are a female on the requested form and submit it to the Financial Aid office so we can waive this requirement for you.

• **SEOG Overpayment Clearance Letter:** The Department of Education has notified us that you received at least one overpayment of Federal student aid funds. You are required by law to repay any funds received from the Federal aid programs to which you were not entitled. Until your overpayment has been resolved, you are ineligible to receive any Federal student aid assistance. To resolve your overpayment, call the U.S. Department of Education at 1-800-621-3115 or write to the U.S. Department of Education, Defaulted Resolution Group, P.O. Box 5609, Greenville, Texas 75403-5609.

• **Social Security Number Verification:** The student’s name reported on your FAFSA does not match the student’s name in the SSA records. Bring in your original Social Security Card and a current State or Government issued identification card.

• **Special Circumstances:** You chose not to provide your parents information at the time you completed your FAFSA application. You will need to schedule an appointment with the Financial Aid Supervisor and bring with you a full explanation of your circumstances and any additional documentation to support your situation. It may be deemed that parental information is needed to complete your financial aid file.

• **Student Aid Report (SAR) was rejected:** The Department of Education has notified us that your application has been rejected due to incomplete or incorrect information on your FAFSA. You must follow the directions on your Student Aid Report and return it to the address on Part 2 of the SAR or make a correction to your FAFSA application at [www.fafsa.gov](http://www.fafsa.gov). No further action can be taken by MSJC to process your application until you make these corrections. Once we receive your corrections electronically from the Federal processor, we will send you a new letter (e-mail) with information on what documents you need to submit.

• **Student/Spouse 2014 IRS Income Verification Form 2015-2016:** Your application has been selected for review in a process called verification. You and your spouse (if married) must complete and sign the
• **Tax Form 2014:** Attach a photocopy of your and your spouse’s (if married) and/or your parents’ (if dependent) 2014 Federal IRS Tax Return Transcript. If you and/or your parents are married but filed separately, a tax return transcript is required from both student/spouse and/or mother/father. If an amended tax form was filed, a copy of an IRS tax return transcript and signed copy of 1040X is required. Request a copy at [www.irs.gov](http://www.irs.gov) or by phone at (800) 908-9946.

• **Teach Overpayment Clearance Letter:** The Department of Education has notified us that you received at least one overpayment of Federal student aid funds. You are required by law to repay any funds received from the Federal aid programs to which you were not entitled. Until your overpayment has been resolved, you are ineligible to receive any Federal student aid assistance. To resolve your overpayment, call the U.S. Department of Education at 1-800-621-3115 or write to the U.S. Department of Education, Defaulted Resolution Group, P.O. Box 5609, Greenville, Texas 75403-5609.

• **Unntaxed Income Verification Form 2015-2016:** Your application has been selected for review in a process called verification. You and your spouse (if married) must complete and sign the requested form listing all untaxed income received from January 1, 2014 through December 30, 2014.

• **Unusual Enrollment History Verification Form:** The Department of Education has notified us that you have an unusual enrollment history. You will need to supply the Financial Aid office with unofficial transcripts from all the institutions you have attended. Additional information/documentation may be requested upon review.

• **Verification of Child Support Paid Form 2015-2016:** Complete and submit the requested form verifying that you or a member of your household paid child support to a dependent child whom is not living in your household.

• **Verification of Food Stamps (SNAP) Form 2015-2016:** Complete the requested form and obtain agency verification of receipt of food stamps for you and/or a member of your household.

• **Verification of Household Size/Members Form 2015-2016:** Complete the requested form, listing the people in your household. If Independent include, (1) Yourself, and your spouse if you have one, (2) your children if you will provide more than half their support and if Dependent include, (1) Yourself and your parent(s) (including stepparent) even if you do not live with your parent(s) (2) your parents’ other children, even if they do not live with your parent(s), if (a) your parent(s) will provide more than half their support from July 1, 2015 through June 30, 2016 or (b) the children would be required to provide parental information when applying for Federal Student Aid, and (3) other people if they now live with your parent(s) and your parent(s) provide more than half their support and will continue to provide more than half their support from July 1, 2015 through June 30, 2016.

• **Veterans Status Verification:** The U.S. Veteran’s Affairs Administration did not confirm your Veteran’s status. Please contact the VA Office to resolve your veteran status and bring verification (ex: DD214, letter from commander office, etc.) of the determination to the Financial Aid office.

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**TIPS FOR SUCCESS**

- Make copies of all documents you submit.
- Remember you must submit all documentation requested before your eligibility can be determined.
- The sooner you submit all requested documentation, the sooner you will receive your award notification.
- Check your MSJC student email account regularly for financial aid communications and updates.