



TIPS FOR COMPLETING REQUESTED DOCUMENTS

Look for the sentence or phrase that appears on your letter. The explanation appears below:

UPDATE 09-10 FAFSA or UPDATE 09-10 FAFSA PARENT INFO

This indicates there are some errors on your FAFSA, check your Student Aid Report (SAR) for any error messages or alerts. Correct those items on your FAFSA. The SAR would have been mailed to you by either hard mail or e-mailed by FAFSA. If you do not have the SAR, download one from the FAFSA web page at www.fafsa.ed.gov

STUDENT SIGN 09-10 FAFSA or PARENT SIGN 09-10 FAFSA

You and / or your parent need to use a PIN number to electronically sign the FAFSA. If you do not have a PIN number go to www.pin.ed.gov and follow all instructions. Use this same website for you and your parents. Once you have your PIN go back into the FAFSA, www.fafsa.ed.gov and under box #2 click on **“Sign electronically with your pin”**. Follow all instructions. If you are having issues with this method, download a FAFSA signature page and mail it to the address on the form.

HS DIPLOMA, GED OR ATB:

You have indicated on your FAFSA that you do not have a high school diploma or GED.

- If this is *incorrect*, go back to www.fafsa.ed.gov and under box #3 click on: **“Make corrections to a processed FAFSA”**.
- If this is *correct* and you are 18 years old or older, you can take the Ability to Benefit (ATB) test. Pick up the form at www.clackamas.edu/forms. The testing center schedule can be accessed at www.clackamas.edu

DEPENDENT VERIF. WRKSHT OR INDEPENDENT VERIF WRKSHT

You have been selected for verification and must submit a completed Verification Worksheet and copies of all documents requested on the form. If you cannot locate a copy of your 2008 Federal Tax return we will also accept a signed copy of an IRS Tax Transcript. Obtain one by calling the IRS at 1-800-829-1040.

YOU INDICATED ON YOUR FAFSA THAT YOU WERE INTERESTED IN LOANS:

Follow these three easy steps:

- ❖ Fill out the CCC Loan Request form, download at www.clackamas.edu/forms.

- ❖ Complete a STAFFORD LOAN APPLICATION Master Promissory Note (MPN). You need to apply on-line for Student Loans at www.elmselect.com. Be sure to read and follow all directions.
Returning students: if using the same lender, need not fill out a new MPN (Stafford Loan Application). If you do not wish to apply for a student loan, then disregard this request.
- ❖ Complete the Entrance Interview
You will find this online at www.mappingyourfuture.org.

LOAN DEFAULT / REPAYMENT RESOLVED

Provide documentation stating your defaulted loan or grant overpayment has been resolved. Contact the lender or school associated with the loan. The number to call is provided in the letter attached to your Student Aid Report (SAR). *Submit* a letter from the Department of Education indicating that you are eligible to receive aid. Go to www.nsls.ed.gov for more information about your loan.

LOAN DISCHARGE PAPERWORK (due to disability)

If you are granted a final discharge due to total and permanent disability, you are not eligible to receive future loans under the FFEL, Perkins Loan, or Direct Loan programs or TEACH Grants unless:

- You obtain a certification from a physician that you are able to engage in substantial gainful activity; and
- You sign a statement acknowledging that the new loan or TEACH Grant service obligation cannot be discharged in the future on the basis of any injury or illness present at the time the new loan or TEACH Grant is made, unless your condition substantially deteriorates so that you are again totally and permanently disabled.

If you are granted a conditional discharge based on a total and permanent disability and you request a new FFEL, Perkins Loan, or Direct Loan program loan or a new TEACH Grant during the conditional discharge period, you are not eligible to receive the new loan or TEACH Grant unless:

- You obtain a certification from a physician that you are able to engage in substantial gainful activity;
- You sign a statement acknowledging that neither the previous conditionally discharged TEACH Grant service obligation or loan(s) nor the new loan or TEACH Grant service obligation can be discharged in the future on the basis of any injury or illness present when you applied for a total and permanent disability discharge or at the time the new loan or TEACH Grant is made, unless your condition substantially deteriorates so that you are again totally and permanently disabled;
- You sign a statement acknowledging that the conditionally discharged loan(s) or TEACH Grant service obligation will be removed from conditional discharge status; and
- The Department has removed the conditionally discharged loan(s) or TEACH Grant service obligation from conditional discharge status

SELECTIVE SERVICE REG

Male students who are 18 through 25 years of age are required to register with Selective Service to receive aid. You may register on-line at www.sss.gov, or by completing a Selective Service registration form available at your local post office. Submit a copy of either your Selective Service Registration Acknowledgment (available at: www.sss.gov) or Letter of Registration. Male students who are 26 years old or older, and have not registered, must contact the Selective Service at (847)688-6888 to resolve your registration status. You will need to submit a written explanation of your failure to register, with any related documents attached.

Female students should submit a copy of their driver's license to Student Financial Services Office as proof of gender.

PROOF OF CITIZENSHIP

If you are a U.S. citizen, submit a copy of your:

- Birth Certificate or
- 2) US passport or
- 3) Certificate of Naturalization.

If you are an eligible noncitizen, submit a copy of the front and back of your Permanent Resident Card (Form I-551) or the Resident Alien Card (Form I-551). You may also submit a copy of your Passport or Departure Record (Form I-94) if stamped "Processed for I-551."

VETERAN'S BENEFITS AND INFORMATION

Call for an appointment to see our Veteran's Services Coordinator at extension 2554.

WORK STUDY

Contact the Work Study Coordinator at extension 2423

All financial aid forms are available for download at www.clackamas.edu/forms

Return all forms to the front desk in Roger Rook Hall

Contact the financial aid office at finaid@clackamas.edu

Tips for completing documents 2009-2010 3/24/09

myClackamas, the *Smart* place to go for all your financial aid questions · www.clackamas.edu

Student Financial Services Office · 19600 Molalla Avenue Oregon City OR 97045

Phone 503-657-6958 X2745 · Fax 503-722-5864 · finaid@clackamas.edu