

2015-2016 Request of Documentation Explanation



This list is provided as an explanation of various tracking documents, which may be required by the Financial Aid Office. PLEASE REFER TO THE LETTER YOU RECEIVED VIA U.S. MAIL OR EMAIL FOR ACTUAL DOCUMENTS, which must be supplied to our office in order to continue processing your application for academic year 2015-2016.

Document Name	Explanation
ADDITIONAL FINANCIAL INFORMATION	Forms can be accessed by clicking on the name of the document to your left. Please complete and submit to the Financial Aid Office.
ALIEN REGISTRATION	Original documents(I-151, I-551, I-151C, I-797 with approved immigrants visa, I-64 or I-668) must be brought to the Financial Aid Office for our office to make a copy of your original document. If you are a US citizen, provide a copy of your birth certificate. If you are a Naturalized Citizen, provide a copy of citizenship papers.
BANKRUPTCY STATEMENT	A written signed statement from student stating that any future loans you may be eligible for cannot be relieved by bankruptcy.
BIRTH CERTIFICATE OF DEPENDENT CHILD	A copy of your dependent child's birth certificate.
CHILD SUPPORT PAID	Form can be accessed by clicking on Name of Document to your left. Please complete and submit to the Financial Aid Office.
DEFAULTED LOANS	A clearance letter from the lender(s) showing that previously defaulted loan(s) have now been resolved.
DEPENDENT STATEMENT OF EDUCATIONAL PURPOSE	Form can be accessed by clicking on the Name of the Document to your left. IF DELIVERING TO FINANCIAL AID OFFICE IN-PERSON: Do NOT complete form in advance as office staff must witness your signature. You must bring a government-issued photo ID with you for review to your in-person visit. IF MAILING TO FINANCIAL AID OFFICE VIA U.S. POSTAL SERVICE: The <u>original, notarized</u> document signed by the applicant (original is denoted with Notary's raised seal) accompanied by a copy of a valid government-issued photo ID. PLEASE NOTE FEDERAL REGULATIONS PROHIBIT THE RECEIPT OF THIS DOCUMENT VIA FAX OR SCANNED COPY VIA EMAIL.
DEPENDENT VERIFICATION WORKSHEET	Forms can be accessed by clicking on the Name of the Document to your left. Please complete and submit to Financial Aid Office
DRUG REHABILITATION DOCUMENTATION	A signed and dated written statement indicating that you have completed an acceptable drug rehabilitation program since your last conviction.
ENROLLMENT HISTORY DOCUMENTATION	Original official academic transcripts from ALL institutions that you attended during the past three academic years (2011-2012, 2012-2013, 2013-2014, and 2014-2015). <i>Please note that emailed, faxed, or hand-delivered copies of transcripts are considered unofficial.</i>
FATHER'S BIRTH CERTIFICATE	Copy of Father's Birth Certificate
FATHER'S SOCIAL SECURITY CARD	Copy of Father's Social Security Card
HIGH SCHOOL COMPLETION	One of the following documents MUST be submitted: Copy of high school diploma OR final <u>official</u> high school transcripts denoting graduation date OR copy of GED certificate OR homeschooled documentation (may contact our office for specific details) OR academic transcript from post-secondary institution documenting at least two (2) years of successful completion of coursework acceptable toward a bachelor's degree.
INDEPENDENT STATEMENT OF EDUCATIONAL PURPOSE	Form can be accessed by clicking on the Name of the Document to your left. IF DELIVERING TO FINANCIAL AID OFFICE IN-PERSON: Do NOT complete form in advance as office staff must witness your signature. You must bring a government-issued photo ID with you for review to your in-person visit. IF MAILING TO FINANCIAL AID OFFICE VIA U.S. POSTAL SERVICE: The <u>original, notarized</u> document signed by the applicant (original is denoted with Notary's raised seal) accompanied by a copy of a valid government-issued photo ID. PLEASE NOTE FEDERAL REGULATIONS PROHIBIT THE RECEIPT OF THIS DOCUMENT VIA FAX OR SCANNED COPY VIA EMAIL.

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INDEPENDENT VERIFICATION WORKSHEET	Forms can be accessed by clicking on the Name of the Document to your left. Please complete and submit to Financial Aid Office
INSTITUTIONAL STUDENT INFORMATION RECORD (ISIR)	By completing the Free Application for Federal Student Aid (FAFSA), an ISIR is produced electronically for all schools listed by the student. If a school cannot receive these application results by this electronic process, the student must provide the original Student Aid Report (SAR) issued to them by the Federal Processing Center.
MARRIAGE CERTIFICATE	A copy of your marriage certificate
MOTHER'S BIRTH CERTIFICATE	Copy of Mother's Birth Certificate
MOTHER'S SOCIAL SECURITY CARD	Copy of Mother's Social Security Card
PARENT AMENDED FEDERAL TAX RETURN	A copy of the parent's amended 2014 federal income tax return or 1040X form from the IRS correcting the parent's tax filing status. This amended return is needed because the parent filed their 2014 federal income tax returns using an incorrect tax filing status.
PARENT(S) ENTIRE FEDERAL TAX TRANSCRIPTS 2014	A copy of the IRS Tax Return Transcript from 2014 is available at http://www.irs.gov . Click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946. Make sure you order the "IRS Tax Return Transcript" and not the "IRS Tax Account Transcript." The parent will need his or her Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2014 IRS tax return was filed). It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper tax return filers. If the parents are married, and separate 2014 tax returns were filed, 2014 IRS tax return transcripts must be submitted for each parent. Please make sure that your name, social security number, or GCID is written on the tax transcript before submitting it to our office.
PARENT MARITAL AND FILING STATUS VERIFICATION	Form can be accessed by clicking on the Name of Document to your left. Please complete and submit to the Financial Aid Office.
SELECTIVE SERVICE	A copy of Selective Service registration form if you were born a male. A copy of your birth certificate if you were born a female.
SNAP (Supplemental Nutrition Assistance Program – Food Stamps)	Form can be accessed by clicking on Name of Document to your left. You must request a letter or document from the benefit provider confirming that you or a family member received SNAP (Food Stamp) benefits in 2013 or 2014 . This document MUST be submitted to the Financial Aid Office with the SNAP form.
SOCIAL SECURITY CARD	A copy of the student's Social Security Card.
STUDENT AID ELIGIBILITY WORKSHEET FOR QUESTION 23	Forms can be accessed by clicking on the Name of the Document to your left. Please complete and submit to Financial Aid Office.
STUDENT AMENDED FEDERAL TAX RETURN	A copy of the student's amended 2014 federal income tax return or 1040X form from the IRS correcting the student's tax filing status. This amended return is needed because the student filed their 2014 federal income tax returns using an incorrect tax filing status.
STUDENT DEPENDENCY STATUS WORKSHEET	Forms can be accessed by clicking on the Name of the Document to your left. Please complete and submit to Financial Aid Office

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STUDENT/ SPOUSE'S ENTIRE FEDERAL TAX TRANSCRIPT 2014	A copy of the IRS Tax Return Transcript from 2014 is available at http://www.irs.gov . Click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946. Make sure you order the "IRS Tax Return Transcript" and not the "IRS Tax Account Transcript." The student and spouse (if applicable) will need their Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2014 IRS tax return was filed). It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper tax return filers. If the parents are married, and separate 2014 tax returns were filed, 2014 IRS tax return transcripts must be submitted for each parent. Please make sure that your name, social security number, or GCID is written on the tax transcript before submitting it to our office.
STUDENT MARITAL AND FILING STATUS VERIFICATION	Form can be accessed by clicking on Name of Document to your left. Please complete and submit to the Financial Aid office.
TAX FILERS-EXTENSIONS	A copy of IRS form 4868, W2s for each source of employment. Signed statement by a self-employed individual certifying the amount of the Adjusted Gross Income and U.S. income tax paid for 2014.
UNOFFICIAL FAFSA	There are issues with your FAFSA information that need to be resolved before your eligibility can be determined. Please refer to the first page of your SAR to determine what corrections need to be made.
VETERAN DISCHARGE FROM SERVICE	A copy of your DD214 Discharge Form.
VETERANS ADMINISTRATION BENEFITS	If you are receiving or expect to receive Veteran's Benefits, provide verification of amount and duration of time you are to receive such benefits. If you need assistance in obtaining this documentation, contact GC Veterans Representative at (478) 445-5531 or Veteran's Administration Benefits in Atlanta, Georgia at 1-888-GIBILL1.