



2016-2017 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 2016-2017.

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.
BANKRUPTCY STATEMENT	A written signed statement from student stating that any future loans you may be eligible for cannot be relieved by bankruptcy. Also, please submit official documentation of bankruptcy with a list of loans included in the 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.
CITIZENSHIP STATUS	Original copy of applicable registration (I-151, I-551, I-151C, I-797 with approved immigrants visa, I-94 or I-668). If you are a US citizen, provide an original copy of your birth certificate. If you are a Naturalized Citizen, provide an original copy of citizenship papers.
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 (2012-2013, 2013-2014, 2014-2015, and 2015-2016) on file with the Admissions Office. <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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<u>INDEPENDENT VERIFICATION WORKSHEET</u>	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
OVERPAYMENT	A letter from the institution to which the overpayment is owed stating that the student has resolved the overpayment. Student should contact our Financial Aid Office for additional information regarding the overpayment.
PARENT AMENDED FEDERAL TAX RETURN	A copy of the parent's original 2015 IRS income tax return that was filed with the IRS or a 2015 IRS tax return transcript and a signed copy of the 2015 IRS form 1040X, "Amended U.S. Individual Income Tax Return" that was filed with the IRS.
PARENT(S) ENTIRE FEDERAL TAX TRANSCRIPTS 2015	A copy of the IRS Tax Return Transcript from 2015 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 2015 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 2015 tax returns were filed, 2015 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.
<u>PARENT MARITAL AND FILING STATUS VERIFICATION</u>	Form can be accessed by clicking on the name of document to your left. Please complete and submit to the Financial Aid Office.
<u>PERMANENT DISABILITY DOCUMENTATION</u>	Form can be accessed by clicking on the name of document to your left. Please complete and submit to the Financial Aid Office.
REAFFIRMATION LETTER	A copy of the signed reaffirmation agreement that has been submitted to the federal loan servicer. The reaffirmation agreement is a written agreement that the borrower signs agreeing to repay the excess amount borrowed according the terms and conditions of the original promissory note. The federal loan servicer sends the borrower a reaffirmation agreement that must be read, signed and returned to the servicer.
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.
<u>SNAP (Supplemental Nutrition Assistance Program – Food Stamps)</u>	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 2014 or 2015. 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.

DOCUMENT NAME	EXPLANATION
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 with supporting documentation.
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 2015 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
STUDENT/ SPOUSE'S ENTIRE FEDERAL TAX TRANSCRIPT 2015	A copy of the IRS Tax Return Transcript from 2015 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 2015 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 student is married, and separate 2015 tax returns were filed, 2015 IRS tax return transcripts must be submitted for the student and spouse. 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 and 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 2015.
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.