

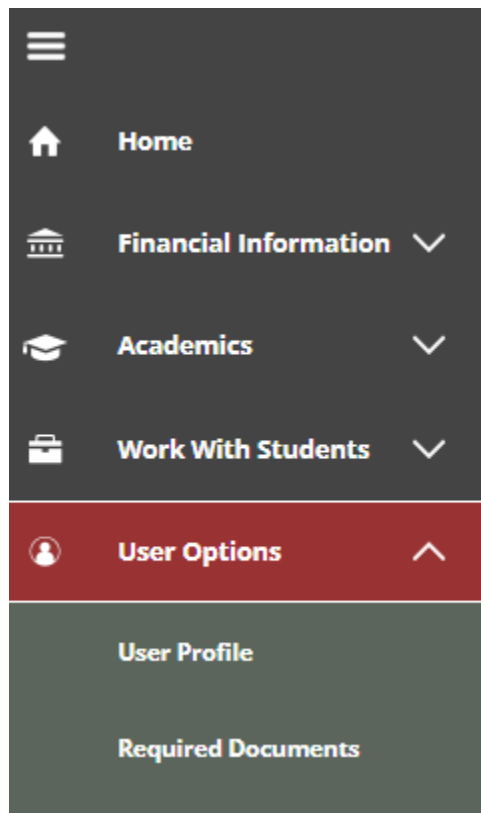


Missing Documents Instruction Sheet:

You can securely upload required documents to the Student Financial Services Office via the Regis hub.

Notifications		
Title	Details	Link
Documents Required	There are 1 requests from your institution that require your action.	View required documents

You can also find the “Required documents” page under “User Options” in the menu.



Click “Choose file”, navigate to the document and click “Upload”. **Please note you can only upload PDFs.**



Regis College

Tel: 781.768.7270
Fax: 781.768.7225
Email: finaid@regiscollege.edu
Center for Student Services

Attachments



Upload new attachment

No file chosen

Accepted File Types: (.pdf)

Maximum File Size: (2.86 MB)

No attachments found.

Close

Once uploaded, you will get a confirmation message and see the uploaded file information:

Attachments ✕

✓
ferpa-consent-for-release-of-information 10-4-21.pdf has been uploaded successfully

Upload new attachment

No file chosen

Accepted File Types: (.pdf)

Maximum File Size: (2.86 MB)

Name	Uploaded On	Actions
ferpa-consent-for-release-of-information 10-4-21.pdf	10/4/2021 10:48:29 AM	

Close

Back on the “Required Documents” page you will also see the status has changed to “Uploaded”:



Required Documents

[View All](#)

Document	Explanation	Due Date	Requesting Office	Status	Attachments
Signed FERPA Form	FERPA Consent to release student information. Click here to download FERPA form		Ctr. for Stu Services	Uploaded 10/4/2021	

The Student Financial Services (SFS) Office will review your uploaded document as soon as possible. If the document is approved, the status will change to “Received” and if not, a request for further information will be sent.

Required Documents

Document	Explanation	Due Date	Requesting Office	Status	Attachments
Signed FERPA Form	FERPA Consent to release student information. Click here to download FERPA form		Ctr. for Stu Services	Received 10/4/2021	

Failure to take the above steps or provide the required documents will prevent us from determining your financial aid eligibility.

For any question you can contact the financial aid office at 781-768-7270 or send an email to finaid@regiscollege.edu.

Form Examples:

Unusual Enrollment (UEH) Flag:

Unusual enrollment history is the specific pattern the Department of Education uses to select students who have received a Federal Pell Grant and/or Federal Direct Student Loans at multiple institutions during the past four academic years. Students are required to have earned academic credit during the award year in which they received Pell Grant or Federal Direct Loan funds at each previously attended institution.

Citizenship:

DHS could not confirm your citizenship status. Please submit a legible copy of one of the following:

--US Birth Certificate



Regis College

Tel: 781.768.7270

Fax: 781.768.7225

Email: finaid@regiscollege.edu
Center for Student Services

--Certificate of Naturalization

--US Passport

Permanent Resident Card:

DHS could not confirm your current permanent residency status. Please submit a legible copy of your Permanent Residency Card to the Office of Financial Aid.

Loan Default:

Proof that you are no longer in default on your federal or Perkins loans. This is done by contacting your lender/servicer and requesting a default clearance letter. Visit studentaid.gov. To find out who your loan servicer is or call the Federal Student Aid Information Center (FSAIC) at 1-800-433-3243. If you require assistance, please contact the Office of Financial Aid.

Undergraduate students' documentation:

2022 Student IRS Tax Transcript

The IRS Tax Transcript can be ordered at irs.gov. It can take up to 14 days to receive it.

2022 IRS Verification of Non-Filing Letter:

This may be ordered at irs.gov.

Student W2:

All student 2022 W2s.

2022 Spouse IRS Tax Return Transcript:

This may be ordered at irs.gov . Please allow up to two weeks to receive.

Student Amended Return:

Please submit your 2022 Amended Tax Return to the Office of Financial Aid.

You have a federal aid overpayment that must be addressed:

Please review your Student Aid Report (SAR) or visit studentaid.gov to determine the school where the overpayment was received to resolve. If you require assistance, please contact the Office of Financial Aid.



Regis College

Tel: 781.768.7270

Fax: 781.768.7225

Email: finaid@regiscollege.edu

Center for Student Services

Student Date of Birth:

Please review and correct your date of birth on the FAFSA at studentaid.gov.

Student Demographic:

Your name, Social Security Number (SSN), and/or date of birth (DOB) is incorrect. Please update your FAFSA with the correct information or contact the Social Security Administration at 1 (800) 772-1213. If you require further assistance, please contact the Office of Financial Aid.

Parent 1 Demographic:

The information you provided for your father or Parent 1 on the FAFSA does not match what is at the Social Security Administration (SSA). Please correct your parent 1 social security number, date of birth, and/or name on your FAFSA at studentaid.gov.

Parent 2 Demographic:

The information you reported on your FAFSA for your parent 2 does not match what is at the Social Security Administration. Please correct your mother's/parent 2 social security number, date of birth, and/or name at studentaid.gov.

Ward of Court:

Please provide documentation of your orphan or ward of the court status. This is done by submitting a parent death certificate OR court documentation that you are a ward of the court. For assistance, please contact the Office of Financial Aid.

DD214:

Please submit a copy of your DD214 OR confirmation that you are active-duty military.

Marital Status:

Please correct your marital status on your FAFSA at studentaid.gov.

Student AGI:

Your FAFSA has been rejected because the 2022 tax paid you reported on your FAFSA exceeds your AGI.

Student Must File:

The income reported on your FAFSA indicates that you MUST file your 2022 federal income tax return. If you have recently filed your 2022 federal income tax return, please allow 14-21 days after filing.

Parent Must File:



Regis College

Tel: 781.768.7270

Fax: 781.768.7225

Email: finaid@regiscollege.edu

Center for Student Services

The income reported on your FAFSA indicates that your parents MUST file the 2022 federal income tax return. If your parent(s) have recently filed their 2022 federal income tax return, please allow 14-21 days after filing.

Update FAFSA with Parent Information:

Please update your FAFSA at studentaid.gov with your parent(s) name, social security number, date of birth, and 2022 federal income tax and wage information.

Update FAFSA with Student Information:

Please update your FAFSA with your first and last name, social security number, and date of birth, 2022 federal income tax return, and wage information.

Household Size:

Please review and update your household size at studentaid.gov be sure to include all members of the household.

The Department of Justice:

Based on the information you provided on your FAFSA, you must contact the Department of Justice at 202-377-3889 before we can proceed with the processing of your financial aid.

The Department of Education:

The Department of Education (DOE) has placed an eligibility hold on your financial aid processing. You must contact the DOE at 202-377-4074 for assistance.

Fraudulent Loan Flag:

The National Student Loan Data System (NSLDS) indicates that you have one or more student loans that may have been obtained fraudulently. You are not eligible to receive any federal student aid until this issue is resolved. Please visit studentaid.gov and contact the lender/servicer to resolve.

Disability Discharge Statement:

You have received a permanent discharge of your federal student loans due to a disability. To be eligible for additional loans you must a statement that includes your name, SSN, and date of birth to request the processing of federal loans and that you understand those loans, if awarded, will not be discharged for a same or similar discharge.



Regis College

Tel: 781.768.7270

Fax: 781.768.7225

Email: finaid@regiscollege.edu

Center for Student Services

Physician Letter and Statement:

A letter from your physician on his/her letterhead that includes your full name, SSN, and date of birth certifying that you are able to engage in substantial gainful activity.

Non-Educational Benefits:

Please provide a statement of the non-educational benefits you received in 2022 to the Office of Financial Aid.

SAR C 400 / 401 FAFSA flag:

Your FAFSA information requires additional review. The Office of Financial Aid will contact you with additional requirements.

Proof of Legal Guardianship:

Please submit documentation that you are in Legal Guardianship. If your legal guardian is your parent, you must update your FAFSA that you are not in legal guardianship at studentaid.gov.

Homelessness:

Please submit documentation that you are homeless or in danger of becoming homeless.

High School Transcript:

Please submit an official high school transcript OR GED, including your graduation date to the Office of Financial Aid.

Parent Amended Return:

The IRS has notified us that your parent(s) have submitted an amendment to their 2022 Federal Income Tax Return. Please have submit a legible copy of the 2022 Amended Tax Return (Form 1040-X).

Parent Non-Filing:

Parent 2022 Verification of Non-Filing Letter. This may be ordered at irs.gov.

Parent W2:

All parent(s) 2022 W2s must be submitted to the Office of Financial Aid.



Regis College

Tel: 781.768.7270

Fax: 781.768.7225

Email: finaid@regiscollege.edu

Center for Student Services

Parent Signature:

Parents must sign your 2024-2025 FAFSA at studentaid.gov.

Student Signature:

Please sign your 2024-2025 FAFSA at studentaid.gov.

Failure to take the above steps and provide required documents will prevent us from processing your financial aid for the 2024-2025 academic year. If you have questions or need assistance, please contact us at 781-768-7270. You may also reply to this email with questions or if you do not intend to enroll at Regis College.

Sincerely,

THE OFFICE OF FINANCIAL AID