

Missing Documents Instruction Sheet:

Please submit all documentation by securely uploading files to the Office of Financial Aid.

1. Go to the [File Drop](#) and enter the password “regisfinaid123”
2. Click “Select or drop files”
3. Select the file from your device that you would like to upload

The Office of Financial Aid will review the documents you upload as soon as possible and notify you if any further information is needed. If you have any questions or want to check on the status of your file upload, please email us at finaid@regiscollege.edu.

Link: <https://filedrop.regiscollege.edu/s/mCcgO1tjpr3ByTr>

For any question you can contact the financial aid office at 781– 768 – 7182 or send an email to finaid@regiscollege.edu.

Unusual Enrollment (UEH) Flag:

The Department of Education has informed us that you have an unusual enrollment history. This will require a review of all of your college transcripts to determine if you are eligible to receive Title IV financial aid. Title IV financial aid includes Pell, SEOG, student and parent federal loans, and work-study. If you have not already submitted ALL of your college transcripts the Registrar's Office, please do so as soon as possible so that we may complete your review. If we require additional information from you, you will be contacted by the Office of Financial Aid.

Register for Selective Service:

If you are female, update you FAFSA with your gender at www.fafsa.gov.

If you are male and under the age of 26, register for Selective Service at [Selective service](#).

If you are male and cannot register for Selective Service please visit [Selective Service for men over 26 years](#) to resolve. You may also contact the Office of Financial Aid to resolve.

Citizenship:

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

--US Birth Certificate

--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:

2018 Student IRS Tax Transcript

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

OR you may use the IRS Data Retrieval Tool at www.fafsa.gov. If the IRS Data Retrieval Tool is used, it will take 3-5 business days for Regis to receive it.

2018 IRS Verification of Non-Filing Letter:

This may be ordered at irs.gov.

Student W2:

All student 2018 W2s.

2018 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 2018 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.

Student Date of Birth:

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

Drug Question:

You did not answer question #23 on your FAFSA. Please log in to www.fafsa.gov and answer question #23.

Father or 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 father's or parent 1 social security number, date of birth, and/or name on your FAFSA at www.fafsa.gov.

Mother or Parent 2 Demographic:

The information you reported on your FAFSA for your mother or 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 www.fafsa.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 www.fafsa.gov.

Student AGI:

Your FAFSA has been rejected because the 2018 tax paid you reported on your FAFSA exceeds your AGI. Please correct FAFSA at www.fafsa.gov by using the IRS Data Retrieval Tool, if possible. If you cannot use the IRS Data Retrieval Tool, you may update the information using your 2018 tax return or transcript.

Student Must File:

The income reported on your FAFSA indicates that you MUST file your 2018 federal income tax return. If you have recently filed your 2018 federal income tax return, please allow 14-21 days after filing and

then use the IRS Data Retrieval Tool at www.fafsa.gov. If you have not yet filed your 2018 federal income tax return, you must do so and update your FAFSA before we can continue to process your Financial Aid.

Parent Must File:

The income reported on your FAFSA indicates that your parents MUST file the 2018 federal income tax return. If your parent(s) have recently filed their 2018 federal income tax return, please allow 14-21 days after filing and then use the IRS Data Retrieval Tool at www.fafsa.gov. If they have not yet filed their 2018 federal income tax return, they must do so and update your FAFSA before we can continue to process your Financial Aid.

Update FAFSA with Parent Information:

Please update your FAFSA at www.fafsa.ed.gov with your parent(s) name, social security number, date of birth, and 2018 federal income tax and wage information.

Update FAFSA with Student Information:

Please update your FAFSA with your first and last name, social security number, date of birth, 2018 federal income tax return, and wage information.

Household Size:

Please review and update your household size at www.fafsa.ed.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.

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 2018 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 www.fafsa.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.

Homelessness:

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

Statement of Identification/Education Purpose:

You must submit to the Office of Financial Aid the [2020-2021 Statement of Identity-Educational Purpose form](#). This can be scanned and emailed along with a government issued photo ID.

High School Transcript:

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

Parent Tax Transcript:

Have your parent(s) use the IRS Data Retrieval Tool (DRT) at www.fafsa.gov. We will receive the required information within 3-5 business days. If your parent(s) cannot or do not wish to use the DRT, you must submit legible copy of all 2018 Federal Income Tax Transcripts for your parent (s). The 2018 IRS Federal Income Tax Transcript may be ordered at irs.gov. Please allow 2-4 weeks to receive ordered transcripts.

Parent Amended Return:

The IRS has notified us that your parent(s) have submitted an amendment to their 2018 Federal Income Tax Return. Please have submit a legible copy of the 2018 Amended Tax Return (Form 1040-X).

Parent Non Filing:

Parent 2018 Verification of Non-Filing Letter. This may be ordered at irs.gov.

Parent W2:

All parent(s) 2018 W2s must be submitted to the Office of Financial Aid.

Parent Signature:

Parent must sign your 2020-2021 FAFSA at www.fafsa.gov.

Student Signature:

Please sign your 2020-2021 FAFSA at www.fafsa.gov.

Failure to perform the above steps and provide required documents will prevent us from processing your financial aid for the 2020-2021 academic year. If you have questions or need assistance, please contact us at 781-768-7270 or 781- 768-7182. You may also reply to this email with questions or if you do not intend to enroll at Regis College.

Sincerely,

OFFICE OF FINANCIAL AID