



Missing Documents Instruction Sheet:

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

1. Go to the [File Drop](#)
2. Click "Select 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.

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

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
- 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:

2023 Student IRS Tax Transcript

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

2023 IRS Verification of Non-Filing Letter:

This may be ordered at irs.gov.

Student W2:

All student 2023 W2s.

2023 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 2023 Amended Tax Return to the Office of Financial Aid.

You have a federal aid overpayment that must be addressed:

Please review your FAFSA Submission Summary 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 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 2023 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 2023 federal income tax return. If you have recently filed your 2023 federal income tax return, please allow 14-21 days after filing.

Parent Must File:

The income reported on your FAFSA indicates that your parents MUST file the 2023 federal income tax return. If your parent(s) have recently filed their 2023 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 2023 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, 2023 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 submit 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 2023 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 2023 Federal Income Tax Return. Please have submit a legible copy of the 2023 Amended Tax Return (Form 1040-X).

Parent non-filing:

Parent 2023 Verification of Non-Filing Letter. This may be ordered at irs.gov.

Parent W2:

All parent(s) 2023 W2s must be submitted to the Office of Financial Aid.

Parent Signature:

Parents must sign your 2025-2026 FAFSA at studentaid.gov.

Student Signature:

Please sign your 2025-2026 FAFSA at studentaid.gov.

Failure to take the above steps and provide required documents will prevent us from processing your financial aid for the 2025-2026 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