

2009-2010 Missing Information Glossary

As you have noted from the enclosed letter, you must take further action before we can continue processing your request for aid. We are providing this Glossary to help you understand how to meet our request.

Note: You only have to report to the item(s) on your letter. All of the conditions will not apply.

We participate in the federal **Quality Assurance Program**. As part of that effort, certain students have to provide documentation to certify and clarify data on the FAFSA.

Correct FAFSA with Federal Processor: REJECTED – Your FAFSA was unable to be processed. You must resolve all issues and make the corrections on your Student Aid Report (SAR) and return to the federal processor, or make corrections on-line at fafsa.ed.gov. **Do not return it to our office.**
Note: “Rejected” does not mean that all the other conditions on this Glossary are appropriate. You need to address them only if they are also listed on the letter. For example, if your FAFSA is missing a student or parent signature, it is rejected. If you have questions regarding your FAFSA, call the federal processor 1-800-433-3243.

Default on Loan – Federal records indicate that you are in default on a federal student loan. You are not eligible to receive any federal student aid until your default has been resolved. If this has been resolved, please provide a written statement from the holder of the debt that states that the specific debt has been paid or that you have made satisfactory repayment arrangements with the holder.

Drug Question – You have either left this question (Item 23 on the FAFSA) blank or you have indicated that you have a drug conviction. In either case, your eligibility for federal aid may be affected. You need to call 1-800-FED-AID (1-800-433-3243) to resolve the problem.

I-551 or I-151 (Green Card) – The INS could not confirm your statement that you are an eligible non-citizen. If you are an eligible non-citizen, provide a copy of your green card or other acceptable documentation from the U.S. Immigration and Naturalization Service. **Note:** You are permitted to copy these forms in order to meet financial aid requirements.

Loan Bankruptcy – The Dept. of Education records indicate you have one or more student loans in an active bankruptcy status. If this has been resolved, please provide a written statement from the holder of the debt that states that the specific debt has been discharged or is dischargeable in bankruptcy. If the defaulted loan is NON-dischargeable, and you have made satisfactory repayment arrangements with the holder of the debt, provide us with that documentation.

Dislocated Worker – You have indicated on your FAFSA that either your parent or you or your spouse, if you are married, is a dislocated worker. Please complete and return the Special Circumstances Form.

Loan Exceeding Limits – Based upon data provided by the National Student Loan Data System (NSLDS) and your reported grade level, we have determined that you may have received student loans in excess of federal limits. Please contact the Financial Aid Office to discuss this matter.

Selective Service – Selective Service was unable to confirm your registration. If you are registered, provide us with a copy of your card. If you are a male, over 18, and have not registered, you should go to the Selective Service website at www.sss.gov to register. If you are a female, please correct your Student Aid Report (SAR) and return it to the federal processor, or make corrections on-line at fafsa.ed.gov.

Department of Homeland Security (DHS) – The Department of Homeland Security (DHS) could not confirm your statement that you are an eligible non-citizen because there is a question about your Alien Registration Number. You must submit proof of your non-citizen eligibility to your school. If you fail to submit proof within 30 days, or longer if your school allows, you may not be eligible for federal student aid.

Quality Assurance Worksheet – The Dependent or Independent form provided by William and Mary Office of Financial Aid Office. Please complete and return.

Social Security Card – You meet one of the following conditions:

- a) The Social Security Administration (SSA) did not confirm that the social security number (SSN) you reported on your FAFSA is valid, or it is inconsistent with your name and/or date of birth. If you find that you reported this incorrectly, provide us with a copy of your SS Card. If your SSN was reported correctly, you must contact the SSA office to resolve this problem.

- b) The National Student Loan Data System (NSLDS) reported your name and date of birth did not match your SSN. Provide a copy of your SS Card.

Orphan, Ward of Court, Foster Care – You indicated on your FAFSA that you were in foster care or a dependent or ward of the court. Please provide documentation.

Emancipated Minor – You indicated on your FAFSA that you were an emancipated minor. Please provide documentation.

Legal Guardianship – You indicated on your FAFSA that you are in a legal guardianship. Please provide documentation.

Unaccompanied Youth by School – You indicated on your FAFSA that you are a unaccompanied youth. Please provide a copy of the determination.

Unaccompanied Youth by HUD – You indicated on your FAFSA that you are a unaccompanied youth who is homeless. Please provide a copy of the determination.

At Risk of Homelessness – You indicated on your FAFSA that you are a unaccompanied youth who is homeless or were self supporting. Please provide a copy of the determination.

U. S. Birth Certificate or Naturalization Papers – You meet one of the following conditions:

- a) The date of birth you reported on your application is inconsistent with the Social Security Administration’s (SSA) records. If you find that you reported this incorrectly, provide us with a copy of this document. If all of these items are correct, you must contact a SSA office to resolve this problem.
- b) As we previously indicated, the date of birth you reported in Item 9 does not match the Social Security Administration’s (SSA) records. You must provide proof of your date of birth to your Financial Aid Administrator. You might also want to check with SSA to make sure your information has been updated or corrected. If Item 9 is not correct, you need to make the necessary correction.

Verification of U.S. Citizenship – The Social Security Administration did not confirm that you are a U.S. citizen. If you are a U.S. citizen, provide a copy of your U.S. Birth Certificate, Passport, or other documentation that definitively proves citizenship. Voter registration cards are not adequate proof of citizenship since many localities do not require proof of citizenship. If you are an eligible non-citizen, review and correct your Student Aid Report (SAR), Line 14 and any other necessary corrections, and return to the federal processor at the address listed on your SAR.

VA Benefits Certification – You have indicated that you will be receiving Veterans’ Benefits during the school year. Please complete and return the enclosed “2009-10 VA Benefits” form.

Veteran Discharge – The Dept. of Veterans Affairs (VA) did not confirm that you are or will be a qualifying veteran for receiving federal student aid as an independent student. If this is not correct, provide a copy of your “DD214” to document your status as a veteran of the U.S. Armed Forces. If you are not a veteran, make the appropriate corrections on your Student Aid Report (SAR), including the parental information, and mail back to the federal processor to the address shown on your SAR, or make corrections on-line at fafsa.ed.gov. If you believe you are, or will be, a qualifying veteran, contact a VA office to resolve this problem.

W-2 – You should receive a Form W-2, “Wage and Tax Statement,” from each employer you worked for to use in preparing your federal tax return. According to the IRS, employers must furnish this record of 2008 earnings and withheld taxes no later than Jan. 31, 2009. Please provide a copy of your W-2(s).

Federal Tax Forms and Schedules – We need **signed** copies of your and your parent(s) 2008 Federal Tax Forms and Schedules for 2008 tax year.