



WILLIAM & MARY

CHARTERED 1693

2018-2019 Missing Information Glossary

As you have noted from the email you received, 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 the request.

Note: You only have to report on the item(s) requested in the email.
All of the conditions listed below will not apply to every student.

Awaiting Response– Your financial aid counselor has indicated they have communicated either by telephone or e-mail with a request for clarification. Please contact your financial aid counselor.

Child Support Paid – You have indicated that someone in your family is paying child support for a child that does not reside in your household. Contact your counselor to discuss documentation necessary to verify participation.

CSS Profile – Entering freshman and transfer students need to complete this form in addition to the FAFSA. You can apply at <http://profileonline.collegeboard.com>. Our code is 5115. There is an application fee.

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 www.fafsa.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.

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, you may not be eligible for federal student aid.

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.

FAFSA – We have received your CSS Profile, but we still need your FAFSA. Please apply on line at <http://fafsa.gov>. Our school code is 003705.

I-551 or I-151 (Green Card) – The United States Citizenship and Immigration Services (USCIS) of the Department of Homeland Security did not confirm that you are a noncitizen in an immigration status associated with the requirements of eligibility for the financial assistance for which you have applied. You must submit proof to your school that you are in the required noncitizen immigration status. If you do not submit proof within 30 days, or longer if your school allows, you may not be eligible for federal student aid to the Office of Financial Aid. To submit, bring the original documentation to the Office of Financial Aid for verification. Alternatively, if you are unable to come to campus, take the documentation and W&M’s *Original Citizenship Document Affidavit* <http://www.wm.edu/admission/financialaid/docs/ocda.pdf> to a Notary Public for completion. You may then submit the original Affidavit form and copy of the citizenship documentation via US Mail. Faxed or electronic copies are not permitted.

Note: You are permitted to copy these forms in order to meet financial aid requirements.

Educational Purpose – The US Department of Education is requiring you to complete an *Identity and Statement of Educational Purpose* form to establish your identity and certify that any federal aid you may receive will be used only for educational purposes. You can complete the form either by appearing in person in the Financial Aid Office or by having the form completed and notarized by someone outside the College.

If you choose the second option, you must mail us the completed and notarized form. Faxes and scanned documents cannot be accepted. If you are an entering student applying to more than one school, you will need to complete a separate notarized form for each school as the form is school-specific. The form for W&M is available here: <http://www.wm.edu/admission/financialaid/docs/19isep.pdf>

IRS Tax Return Transcript – You need to provide the entire 2016 IRS Tax Return Transcript for review. Information on how to obtain an IRS Tax Return Transcript can be found here:

<http://www.wm.edu/admission/financialaid/howto/IRSTR/index.php>

You do not need to submit state tax returns. Please include the student William and Mary 930 number on the documents when you mail it to us. **DO NOT HAVE THE IRS MAIL IT DIRECTLY TO W&M.**

IRS Verification of Non-Filing Letter – The FAFSA reported that the student's parent(s), or the independent student, did not file Federal income taxes for the 2016 tax year. You must provide a letter from the IRS to verify this for each applicable party that did not file – i.e. parent 1 and parent 2, or an independent student.

This letter must be dated on or after 10/1/2017. Information on how to obtain a verification of non-filing letter from the IRS is found here:

<http://www.wm.edu/admission/financialaid/howto/IRSVONF/index.php>

Note: If you do not have a SSN, ITIN, EIN and are not able to obtain a letter of non-filing from the IRS you must:

- Let your financial aid counselor know.
- Provide a signed/dated statement certifying the individual does not have an SSN, ITIN, or EIN & listing the sources and amounts of earnings other income and resources received for the tax year
- If applicable, provide a W-2 or equivalent document for each source of employment income for the tax year.

Note: If you are a noncitizen living (thereby not required to file US Income Tax Returns) in another country then you would

- Let your financial aid counselor know.
- Provide proof of that country's taxing authority's filing requirements – either obtain directly from the taxing authority or their website.

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.

Loan Discharge – You have discharged a previous student loan debt. Please contact this office to discuss your status.

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.

Overpayment – Federal records indicate that you received at least one overpayment of federal student aid funds. You are required by law to repay any funds received from the federal aid programs to which you were not entitled. Until your overpayment has been resolved, you are ineligible to receive any federal student assistance. Call the U.S. Department of Education at 1-800-621-3115 to resolve this matter.

Pell Lifetime Close – The amount of Federal Pell Grant funds a student may receive over his or her lifetime is limited by a new federal law. You are close to your maximum Pell funding eligibility and will soon no longer be able to receive the Pell Grant.

Pell Lifetime Met – The amount of Federal Pell Grant funds a student may receive over his or her lifetime is limited by a new federal law. You have met your maximum Pell funding eligibility and will no longer be packaged with Pell Grant.

Selective Service – Selective Service was unable to confirm your registration. If you are registered, provide us with a copy of your card or a verification printed from the selective service website. 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 online at <http://fafsa.gov>.

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 that your name and date of birth did not match your SSN. Provide a copy of your SS Card.

Unusual Enrollment History – The US Department of Education has noted that you have an unusual enrollment history. Please call this office at 757-221-2420 to discuss your attendance pattern with a counselor.

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 your US birth certificate or naturalization papers. If all of these items are correct, you must contact a SSA office to resolve this problem. To submit, bring the original documentation to the Office of Financial Aid for verification. Alternatively, if you are unable to come to campus, take the documentation and W&M’s *Original Citizenship Document Affidavit* <http://www.wm.edu/admission/financialaid/docs/ocda.pdf> to a Notary Public for completion. You may then submit the original Affidavit form and copy of the citizenship documentation via US Mail. Faxed or electronic copies are not permitted
- 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 make any other necessary corrections and then return to the federal processor or

make corrections online at <https://fafsa.ed.gov/>. To submit, bring the original documentation to the Office of Financial Aid for verification. Alternatively, if you are unable to come to campus, take the original citizenship documentation and W&M’s *Original Citizenship Document Affidavit* <http://www.wm.edu/admission/financialaid/docs/ocda.pdf> to a Notary Public for completion. You may then submit the original notarized Affidavit form and a copy of the citizenship documentation via US Mail. Faxed or electronic copies are not permitted.

Verification Worksheet – Required of students selected for the verification process. Please complete, sign and return.

Dependent:
<http://www.wm.edu/admission/financialaid/Docs/19verd.pdf>

Independent:
<http://www.wm.edu/admission/financialaid/Docs/19veri.pdf>

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. Be sure to submit the “long” form that provides information about your discharge status. 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. You must furnish a W-2 from an employer; a W-2 generated by tax software is not usable for our purposes. If you no longer have copy of your W-2, you can ask your employer to provide you with a reprinted one.