MISSING DOCUMENTATION CHECKLIST

NAME:__________________________________________

☐ ACCOUNT TRANSCRIPT 20__
   (FOR AMENDED RETURNS ONLY)

☐ ADMISSIONS REQUIREMENTS
   ☐ ADMISSIONS APP. /READMIT APP.
   ☐ H.S. TRANSCRIPT/GED
   ☐ DECLARE MAJOR

☐ APPEAL (WITH SUPPORTING DOCUMENTATION)
   ☐ FEDERAL TITLE IV APPEAL
   ☐ STATE APPEAL

☐ APTS APPLICATION
   ☐ NYS TAX RETURN(S) 20__
   ☐ PARENT
   ☐ STUDENT
   ☐ NO TAXES FILED

☐ CITIZENSHIP DOCUMENTS
   ☐ PERMANENT RESIDENT CARD
   ☐ SIGNED U.S. PASSPORT

☐ DEPENDENT VER. WORKSHEET AFFIDAVIT

☐ DEPENDENT VERIFICATION FORM

☐ INDEPENDENT VERIFICATION FORM

☐ FEDERAL TAX TRANSCRIPT 20__
   (ALL RETURNS MUST BE SIGNED)
   ☐ JOINT (PARENT)
   ☐ FATHER
   ☐ MOTHER
   ☐ JOINT (STUDENT)
   ☐ STUDENT
   ☐ SPOUSE

☐ ISEP - IDENTITY & STATEMENT OF EDUC. PURPOSE
   (SIGNED @ SUNY ORANGE)

☐ LOAN REQUIREMENTS – (SEE CHECKLIST)
   ☐ ENI
   ☐ MPN
   ☐ LOAN TEST

☐ NON-TAXABLE INCOME DOCUMENTS
   ☐ SNAP (FOOD STAMPS, COPY OF CARD NOT ACCEPTED)
   ☐ CSP (CHILD SUPPORT PAID STATEMENT OR DOCUMENT)
   ☐ LOW INCOME STATEMENT

☐ NUMBER IN COLLEGE FORM - (PROOF OF ENROLLMENT FOR SIBLINGS/DEPENDENTS ATTENDING ANOTHER COLLEGE)

☐ REGISTRAR REQUIREMENTS – (SEE CHECKLIST)
   ☐ REGISTER FOR CLASSES APPLICABLE TO DEGREE PROGRAM.
   ☐ INAPPLICABLE CLASS (CHECK BANNER)

☐ SALLIE MAE E-REFUND SIGN UP

☐ SELECTIVE SERVICE (REGISTER @ WWW.SSS.GOV)

☐ SIGNATURE PAGE
   ☐ PARENT
   ☐ STUDENT

☐ TAP APPLICATION – (SEE CHECKLIST)

☒ 1099 FORM 20__
   ☐ MOTHER
   ☐ FATHER
   ☐ STUDENT
   ☐ SPOUSE

☒ W2 FORMS 20__
   ☐ MOTHER
   ☐ FATHER
   ☐ STUDENT
   ☐ SPOUSE

OTHER
________________________________________________________________________
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________________________________________________________________________

*STUDENTS ARE RESPONSIBLE FOR MAKING COPIES OF REQUIRED DOCUMENTS. FINANCIAL AID WILL NOT MAKE COPIES!*