

MISSING DOCUMENTATION CHECKLIST

NAME: _____

A _____

- ☐ **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

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

Revised 4/23/13