STUDENT’S COPY
Revised: 8-18-15

2015-2016
DOCUMENTATION REQUIREMENTS
2015-2016 DOCUMENTATION REQUIREMENTS

• **CITIZENS:** Certificate of Naturalization or Certificate of Citizenship or U.S. birth certificate.  
  If SSA message: Signed U.S. passport also appropriate (Passport should be issued for 10 years). Except limited passports (which are typically issued for short periods such as a year and which don’t receive as much scrutiny as a regular passport when applying). If student was over 16 when his/her passport was issued, his/her passport is valid for 10 years. If student was 15 or younger when his/her passport was issued, his/her passport is valid for 5 years.

• **ELIGIBLE NON-CITIZENS:** Photocopy of both sides of alien registration card or I-94 or stamped passport

• **VETERAN STATUS:** DD214 form or a VA statement indicating (1) that student has engaged in active duty in the U.S. Armed Forces, or is a National Guard or Reserve enlistee who was called to active duty for purposes other than training, or was a cadet or midshipman at one of the service academies and (2) other-than-dishonorable release. ([http://www.gibill.va.gov](http://www.gibill.va.gov)) (GI Bill toll free number: 1.888.442.4551, Regional Office at 245 W. Houston St, NYC, 1.800.827.1000)

• **SELECTIVE SERVICE:** Non-Citizens who first enter the U.S. after the age of 26 are not required to register. Documentation: Passport/I-94 showing date of entry & student’s statement. Males born before 1960 are not required to register. All others must provide a Status Information Letter from the Selective Service. The status information letter will have one of the following codes: (NR, (E1-E8), NM, RD, RL, RR, and RH) To Register: ([http://www.sss.gov/regist.htm](http://www.sss.gov/regist.htm))

**NOTES**

**LIMITED PASSPORT** (ANY PASSPORT ISSUED WITH LESS THAN THE FULL 10-YEAR VALIDITY TO INDIVIDUALS 16 YEARS AND OLDER AND LESS THAN 5-YEAR VALIDITY FOR INDIVIDUALS UNDER THE AGE OF 16) CANNOT BE USED TO VERIFY A STUDENT’S NATURALIZATION/CITIZENSHIP STATUS.

ACCEPTABLE DOCUMENTATION: CERTIFICATE OF CITIZENSHIP (USCIS FORM N-560 OR N-561).
### Financial Aid Eligibility for Non-Citizens

<table>
<thead>
<tr>
<th>Student Status</th>
<th>Federal Pell</th>
<th>TAP</th>
<th>Title IV Aid (FWS, Federal Perkins, Federal SEOG, Federal Direct Loan)</th>
<th>Special Program Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent U.S. Resident</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Form I-151, I-551, or I-551C</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asylum Status Granted</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Must be stamped on Form I-94</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refugee/Parolee Status Granted</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Must be stamped on Form I-94</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Victims of Human Trafficking (and their spouses and children)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Battered Immigrants</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Deferred Action for Childhood Arrivals</td>
<td>N/E</td>
<td>N/E</td>
<td>N/E</td>
<td>X</td>
</tr>
<tr>
<td>Permanent Residency Pending</td>
<td>N/E</td>
<td>N/E</td>
<td>N/E</td>
<td>X</td>
</tr>
<tr>
<td>Asylum Pending</td>
<td>N/E</td>
<td>N/E</td>
<td>N/E</td>
<td>X</td>
</tr>
<tr>
<td>Refugee/Parolee Pending</td>
<td>N/E</td>
<td>N/E</td>
<td>N/E</td>
<td>X</td>
</tr>
<tr>
<td>Conditional Entrant* Temporary Refugee Status</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Must be stamped on Form I-94</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cuban/Haitian Entrant</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Must be stamped on Form I-94</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I-688 Holders</td>
<td>N/E</td>
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<td>N/E</td>
<td>X</td>
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<tr>
<td>I-688A Holders</td>
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<tr>
<td>I-688B Holders</td>
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<td>N/E</td>
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<td>X</td>
</tr>
<tr>
<td>I-766 Holders</td>
<td>N/E</td>
<td>N/E</td>
<td>N/E</td>
<td>X</td>
</tr>
<tr>
<td>Undocumented Alien</td>
<td>N/E</td>
<td>N/E</td>
<td>N/E</td>
<td>N/E</td>
</tr>
</tbody>
</table>

N/E - Not Eligible

* Dated prior to March 31, 1980

Note:
1. New York State residency is required for TAP and SEEK program.
2. New York City residency is required for College Discovery and Bi-Lingual program.
THE VERIFICATION PROCESS

Student’s application (FAFSA) was selected for verification either by the U. S. Federal Department of Education (ED) Central Processing System (CPS) or by the Financial Aid Office. We are required to verify the selected information, so student’s eligibility can be determined before awarding and disbursing Federal student aid.

If a student is selected for verification, the student must submit the required documents within 120 days of student’s last date of attendance at New York City College of Technology or by Mid-August 2016, whichever is earlier. **We will not make any federal financial aid payments or process Federal Direct Loans until all verification requirements have been met.**

If a student used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer all 2014 income information into the FAFSA, the student does not need to provide a copy of a 2014 IRS Tax Return Transcript except in special circumstances.

**Verification Worksheet:**
Student and student’s parents (dependent student) must complete and sign the **Verification Worksheet** and all other forms given to student. **DO NOT LEAVE BLANKS.** Please write “0” or “N/A” if there is no value to report.

**IRS Tax Transcript:**
Attach a copy of 2014 IRS tax transcript for student/spouse and student’s parents (if dependent). Student may also have to submit a copy of 2014 IRS form W-2 for student/spouse and parents (if dependent). A paper copy for your federal 1040 form is not acceptable documentation. Make sure to order the Tax Return Transcript and not the Tax Account Transcript (see page 9 on how to request a tax return transcript).

**Parent or Spouse that lives abroad:**
If student’s spouse or one of student’s parents (if dependent) lives abroad or recently moved to the USA, student should submit his/her foreign income for year 2014. Student may also submit a letter from the employer or statement from spouse or parent (if dependent) indicating the income for year 2014. If a foreign income tax was filed, the income information should be converted to U.S. dollars.

If student/parent/spouse filed a foreign tax return, we should accept a copy of the foreign tax return (signed by the filer or filers), document the circumstances; use the income and tax information that most closely correspond to the information on the IRS tax return, and convert monetary amounts into U.S. dollars as appropriate. Student may also need to submit additional documents based upon the circumstances.
### 2015-2016 VERIFICATION ITEMS

<table>
<thead>
<tr>
<th>ITEMS</th>
<th>DOCUMENTATION</th>
</tr>
</thead>
</table>
| 1. **HOUSEHOLD SIZE:**  
  *Tracking group V1, V5, V6* | Verification Worksheet  
  Additional documents may also need based on the circumstances. |
| 2. **NUMBER IN COLLEGE:**  
  *Tracking group V1, V5, V6* | Verification Worksheet  
  Additional documents may also need |
| 3. **FOOD STAMPS-SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP):**  
  *TRACKING GROUP V1, V3, V4, V5, V6* | • Verification Worksheet  
  If request for additional documents, student should provide:  
  • Food Stamp Payment History or other documentation from HRA |
| 4. **CHILD SUPPORT PAID:**  
  *Tracking group V1, V3, V5, V6* | • Verification Worksheet  
  If request for additional documents:  
  • Other documentation from Child Support Unit System |

### Income Information for Tax Filers
- Adjusted Gross Income (AGI)
- U.S. Income Tax Paid

**Untaxed Income:** only the following untaxed income if reported on the 2015-2016 FAFSA
- Untaxed IRA Distributions
- Untaxed Pensions
- Education Credits
- IRA Deductions
- Tax Exempt Interest

**IRS Data Retrieval Process.**
- 2014 IRS Tax Transcript
- 2014 IRS form W-2 if requested

### Income Information for Non-Tax filers
- Income Earned from Work
  - 2014 IRS form W-2 (1099 Form may be requested)
  - Non filing status letter from IRS (issued after June 15, 2015)
  - Verification Worksheet

### IRA "Rolled Over" Distributions:
- Rollovers income should be excluded from the EFC Calculation (FAFSA); if rollover amounts are included on the FAFSA (via IRS Data Retrieval Tool), acceptable documentation are:
  - original 1040 tax return to verify that rollover is indicated for the applicable items
  - signed statement from the tax filer
  - Notation by the tax filer on the IRS Tax Return Transcript that includes the word "Rollover" beside the applicable items on the transcript; the notation must be signed and dated by the tax filer

### Low Income:
- Completed Signed Verification Worksheet with applicable documentation based on type of income
<table>
<thead>
<tr>
<th>1) Balance of cash, savings, and checking accounts as of the date FAFSA was filed.</th>
<th>Signed statement from student or parent (dependent student). Bank statement and 1099 interest income form might be requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>2) Net worth (total value minus total debt) of students’ or parents’ investments, including real estate as of the date FAFSA was filed. Do not include the home student/family lives in.</td>
<td>Signed statement from student or parents of net value. Additional documents might be requested</td>
</tr>
</tbody>
</table>
| 3) Net worth (total value minus total debt) of students’ or parents’ business/or investment farms as of the date the FAFSA was filed. Do not include family farm or family business with 100 or fewer full-time or full-time equivalent employees. | • Completed Business Section on ISIR Correction  
• Worksheet Signed statement from student or parent |

Unusual Enrollment History Flags | • Applicable documentation needed based on flag value. |

**HIGH SCHOOL DIPLOMA COMPLETION**  
*Tracking Group V4 and V5* | • Copy of high school diploma  
• Copy of final, official high school transcript that shows the date when the diploma was awarded  
• Copy of a General Educational Development (GED) certificate or GED transcript. An academic transcript that indicates that student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor’s degree  
• Copy of a secondary school completion credential for home-school (other than a high school diploma or its recognized equivalent) if state law requires home-schooled students to obtain that credential.  
• A transcript or the equivalent, signed by student parent or guardian (if student was home-schooled), that lists the secondary school courses that student completed and documents the successful completion of a secondary school education in a home-school setting. |
### IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE

*Tracking Group V4 and V5*

Student must appear in person at the Financial Aid Service Window and present a valid, government-issued photo identification (ID) such as:
- a passport
- driver’s license, or
- Other state-issued ID

If student is unable to appear in person at the Financial Aid Office, student must sign and submit the “Statement of Educational Purpose”, and must submit a copy of student’s government issued photo ID (passport, driver’s license, or other state-issued ID) with the statement signed by a notary public confirming that student appeared before him and presented the ID confirming student’s identity.

### Special Situations for Tax Filers

**Income information for tax filer with conditions below:** (separated, divorced, widowed, filed a joint tax return and is married to someone other than the person included on a joint tax return)

Filing extension

<table>
<thead>
<tr>
<th>2014 IRS Tax Transcript</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014 IRS from W-2</td>
</tr>
</tbody>
</table>

IRS form 4868 (Application for Automatic Extension of Time to file US Tax Return). However student must submit student’s/spouse/parent tax transcript 120 days after student’s last day of attendance or by Mid-August, 2016 whichever is earlier.

**FILING AN AMENDED TAX RETURN (FORM 1040X)**

Submit proof that 1040X amendment was filed with the IRS, i.e., IRS Stamped, record of account or proof of electronic filing form or a signed statement affirming tax was filed and when.

**IDENTITY THEFT**

(Submit Social Security Card and a government ID)

- **Signed copy of the 1040X Form that was filed with the IRS (might need stamp from IRS) **AND**
- IRS Tax Return Transcript OR
- Any IRS transcript, such as, a Return Transcript for Tax Payer (RTFTP) that includes all the income information required to be verified (AGI, income tax paid, education credits, etc.)

- If the tax filer (student/spouse/parent [if dependent]) believes that he/she is a victim of identity theft, he/she should contact the Identity Protection Specialized Unit (IPSU). The IPSU can be reached at 800-908-4490.
- If the tax filer knows that he is a victim of identity theft, he can call the IPSU or go to the ID theft website on www.irs.gov.
- Once the IPSU authenticates the tax filer’s identity, the tax filer should request an alternative paper return.
- The alternative transcript is known as the TRDBV (Transcript DataBase View)
- The TRDBV should then be submitted to the financial aid office to complete verification.
Using the IRS Data Retrieval Tool

The IRS Data Retrieval Tool allows student and student’s parents to transfer tax information from IRS tax records directly to student’s FAFSA. If student or student’s parents indicate on student’s FAFSA that student has already filed tax year 2014 taxes, student/parent will be given the option to use this tool when completing the financial information portion of the application. If student chooses not to use the IRS Data Retrieval option, or use the option but manually update one of the fields, student may be selected for verification and will have to submit the IRS Tax Return Transcript and IRS Form W-2 to the Financial Aid Office.

Please Note:

- Electronically filed tax return information will be available online from the IRS site in 1-2 weeks after student’s tax return is filed.
- Data from paper tax returns will be available in 6-8 weeks.
- If student and student’s parents file taxes, student and student’s parents will be given the option to use the IRS Data Retrieval Tool to answer the tax related questions.

To use this option student must:

- Have a federal tax return filed with the IRS for 2014 tax year
- Have a valid social security number
- Have a Federal Aid Personal Identification Number (PIN)

FAFSA on the Web (FOTW) determines if student is eligible to use the IRS Data Retrieval Tool based on student’s reported tax filing status.

Some tax filers may not be able to use the IRS Data Retrieval Tool and will have to enter their data from their own tax records. Student or student’s parents will not be offered this option if:

- Student’s/parent marital status changed after December 31, 2014
- Student/parent filed “married filing separately”
- Student/parent indicated “married” on the FAFSA but filed “head of household” on the tax return
- Student/parent filed an amended return
- Student/parent filed a foreign tax return

If eligible to use the tool, student will be transferred to the IRS Website. FOTW will notify student that student are leaving the FAFSA website and entering the IRS website to complete the transfer of student’s tax information.
HOW TO REQUEST A FREE IRS TAX RETURN TRANSCRIPT

IRS Tax Return Transcript Request Process

Tax filers can request tax year 2014 transcript from the IRS in three ways free of charge.

I. **Online Request:**


- In the **Tools** section of the homepage, click “Get Transcript of your Tax Records”

- Student and or parent(if dependent) will have 2 options
  1. ”Get Transcript Online” – This option will allow the tax filer to create an account and immediately print out his return transcript.
  2. “Get Transcript by Mail” – This option will allow the tax filer to request a return transcript to be mailed to the tax filer.

- If tax filer choose “Get Transcript Online,” tax filer will be asked to create an account, and once student’s account has been created, student will be able to print out student’s return transcript.
If tax filer choose “Get Transcript by Mail”:

1. Enter the tax filer’s Social Security Number, date of birth, street address, and zip or postal code. Use the address currently on file with the IRS. Generally, this will be the address that was listed on the latest tax return filed. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file.
2. Click “Continue”
3. In the Type of Transcript field, select “Return Transcript” and in the Tax Year field, select “2014”.
4. If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address included in their online request, within 5 to 10 days from the time the online request was successfully transmitted to the IRS.

- IRS Tax Return Transcripts requested online cannot be sent directly to a third party by the IRS.

II. Telephone Request:
- Available from the IRS by calling 1-800-908-9946

- Tax filers must follow prompts to enter their social security number and the numbers in their street address. Generally, this will be numbers of the street address that was listed on the latest tax return filed. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file.

- Select “Option 2” to request an IRS Tax Return Transcript and then enter “2014”.

* The “Verification of Non-Filing” letter provides proof from the IRS that you did not file a return for the year you have selected.
• If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address that was used in their telephone request, within 5 to 10 days from the time the IRS receives the request.

IRS Tax Return Transcripts requested by telephone cannot be sent directly to a third party by the IRS.

III. Paper Request Form – IRS Form 4506T-EZ

• IRS Form 4506T-EZ should be used instead of IRS Form 4506-T because it is sufficient to request an IRS Tax Return Transcript.


• Complete lines 1 – 4, following the instructions on page 2 of the form. Note that line 3 should be the most current address as filed with the IRS. It is the address where the IRS Tax Return Transcript will be sent. If the address has recently changed, include the address listed on the latest tax return filed on Line 4. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file.

• Line 5 provides tax filers with the option to have their IRS Tax Return Transcript mailed directly to a third party by the IRS.

Institutions are responsible for notifying aid applicants whether to list the institution as the third party to receive the Transcript or not. Some institutions may have difficulty matching a parent’s incoming IRS Tax Return Transcript to the aid applicant, as the two names may be different.

• On line 6, enter “2014” to receive IRS tax information for the 2014 tax year that is required for the 2015-2016 FAFSA.

• The tax filers (or spouse if requesting information from a joint tax return) must sign and date the form and enter their telephone number. Only one signature is required to request a transcript for a joint return.

• Mail or fax the completed IRS Form 4506T-EZ to the appropriate address (or FAX number) provided on page 2 of Form 4506T-EZ.

• Tax filers can expect to receive their transcript within 5 to 10 days from the time the IRS receives and processes their signed request. NOTE: Processing form 4506T-EZ means verifying/validating the information provided on the form. If any information does not match the IRS records, the IRS will notify the tax filer that it was not able to provide the transcript.
TAX TRANSCRIPT UNAVAILABLE

If student or student’s parents request a 2014 tax year IRS tax return transcript, and student are unable to get an IRS tax return transcript from IRS, student may submit the following:

- Signed copy of tax year 2014 tax return (form 1040, 1040A, or 1040EZ), AND

- A copy of the response from IRS (must be signed and dated by tax filer) explaining that the IRS could not provide the transcript if student or student’s parent tried to get the transcript using the paper Form 4506-T or 4506T-EZ.

- A signed and dated copy of the screen print from the official IRS Web Page that displays a message indicating that the transcript request was unsuccessful if student (student) or parent tried to get the transcript using the Internet.

- Because the IRS does not provide written confirmation of the failure of a transcript request made using its automated phone tool at 1-800-908-9946, there is no alternative documentation for that process. Impacted tax filers must attempt to request an IRS Tax Return Transcript using either the IRS paper or online transcript request process and, if unsuccessful, provide the above noted documentation.

- Must Submit a completed and signed (tax filer) IRS Form 4506-T or 4506-EZ that includes on line 5 the name, address (New York City College of Technology, 300 Jay Street, Brooklyn, New York 11201-1909) and telephone number ({718} 260-5700) of the Financial Aid office of New York City College of Technology as the third party to whom the IRS is to mail the 2014 tax return transcript.

If we have reason to believe that the income or tax information student provided is incorrect, we will send the completed Form 4506-T or 4506-EZ to the IRS and the verification process will not be completed until we have received the form from the IRS.

Beginning with 2016-2017 Academic Year, ALL communications (requests for documentation and information regarding your financial aid) will be emailed to your City Tech email account. Check your City Tech email account regularly to avoid missing vital financial aid information.