

## **DOCUMENT & FINANCIAL AID CHECKLIST**

**ENROLLMENT DOCUMENTS:** ALL documents must be turned into the admissions representative Ybefore you will be given an appointment with the financial advisor.

- Enrollment Application
- Picture ID (drivers license, passport, military id)
- Social Security Card (must be signed)
- High School Diploma/GED/Official High School transcript
- Alien Documentation (Green Card, Permanent Resident Card) (if required)

**Transfer Students:**

- Student Transfer Form
- Proof of Training Documents from your previous school

**FINANCIAL AID DOCUMENTS:** Enclosed in this packet are forms you need to apply for financial aid. You must complete the following forms before you will be given an appointment with the financial advisor.

- 2011/2012 FAFSA (Free Application for Federal Student Aid) Use your income/taxes to complete. If applicable, complete parent information and have parent sign.
- SIGNED 1040 Tax Form for you and/or your spouse from the year 2011.
- W2 forms or Schedule C Form for you and/or your spouse from the year 2011.
- Documentation of any untaxed income you may have received such as:
  - o AFDC
  - o Welfare
  - o Disability
  - o Child Support
  - o Unemployment

**For Dependant Students:**

- Your parent's signed 1040 tax forms from the year 2011.
- Your parent's W2 forms or Schedule C forms from the year 2011.

**FINANCIAL AID DOCUMENTS (at appointment):** You must complete and/or bring the following items to your first appointment with the financial advisor.

- Co-Signer-Required if you do not have at least three years of established good credit. Your selected co-signer must have established good credit.

**YOU MAY ALSO BRING:**

- Registration Fees