

BERKLEE COLLEGE OF MUSIC

MISCELLANEOUS DOCUMENTS

office of financial aid 1140 boylston st boston, MA 02115

● phone 617-747-2274/800-538-3844 ● fax 617-747-2073 ● e-mail financialaid@berklee.edu

- Award Letter Perkins Loan and/or Stafford Loan:** Sign and return most recent Award Letter. Or, send an email to financialaid@berklee.edu including: Your Name, Berklee ID#, and the statement "I accept (or decline) my Perkins Loan and/or I accept (or decline) my Stafford Loan."
- Birth Certificate/U.S. passport:** Copy of your birth certificate, U.S. passport, Certificate of Citizenship, or Certificate of Naturalization.
- Business/Farm Supplement:** If there are multiple businesses, copy original and complete one form for each.
- Child Support Documentation:** Provide the amount received for *all* children.
- Default/Overpayment Resolution:** Documentation from the reporting institution that the default/overpayment of federal aid was resolved. Your Student Aid Report lists name and contact information for reporting institution.
- Free Application for Federal Student Aid (FAFSA):** If you have not already done so, complete an online 2009-2010 FAFSA at www.fafsa.ed.gov; Berklee's federal school code is 002126. If you filed a FAFSA for this academic year, use your Student Aid Report to verify that Berklee is listed in Step Six; make a correction to add Berklee if necessary. You can check the status of your FAFSA at www.fafsa.ed.gov or by calling the federal processor at (800) 433-3243.
- FAFSA Signature(s):** Signatures on your 2009-2010 FAFSA are required for you and for your parent(s) if parental information was required on the FAFSA. If you filed online, sign at www.fafsa.ed.gov; if you filed a paper FAFSA, sign your Student Aid Report and return it to the federal processor.
- I.N.S./D.H.S. document:** *Two-sided* copy of your Alien Registration Receipt Card (I-151 or I-551C), or Arrival-Departure Record (I-94) showing a designation: "Refugee", "Asylum Granted", "Parolee", or "Cuban-Haitian Entrant;".
- Orphan/Ward of the Court Documentation:** Statement written and signed by you verifying your response to FAFSA question 55 that both of your parents are deceased or documentation that you are/were until age 18, a ward/dependent of the court.
- Other Information:** If necessary, please contact this office at 617-747-2274 or financialaid@berklee.edu for details.
- Parent 2008 Income Tax Return:** *Signed* copy of parent(s)' *federal* return, including all pages and schedules. If necessary, request from the I.R.S. a copy by submitting (to the I.R.S.) I.R.S. form 4506-T, make a copy of the transcript you receive, sign the copy and submit it to this office. If you (or your spouse if applicable) did not/were not required to file, submit the 09/10 Parent Non-tax Filer Form.
- Parent(s)' Social Security Number, Date of Birth, Name Documentation:** Signed statement written by the parent(s)' who provided information on the FAFSA verifying: Parent(s)' Name(s), Date(s) of Birth, and Social Security Number(s). Confirm that information on file with Social Security Administration is accurate, www.ssa.gov.
- Perkins Loan Entrance Documentation:** At www.mapping-your-future.org, complete the Student Loan Counseling Interview, *Perkins Entrance*.
- Selective Service Verification:** Copy of an official card/letter verifying your Selective Service registration. You can obtain a letter by contacting Selective Service at (847) 688-6888 or at www.sss.gov. If over 26 years of age and not registered, copy of a Status Information Letter (and if letter states should have registered, attach your own statement indicating why you failed to register for selective service).
- Social Security Benefits Documentation:** Copies of all 1099s received in 2008 on behalf of all household members.
- Social Security Card:** Copy of the student's *signed* Social Security card. If you've legally changed your name, provide documentation that you've reported the name change to the Social Security Administration.
- Stafford Loan Entrance Documentation:** At www.dlsonline.com/entrancecounseling/main-entc.asp, complete the Entrance Counseling.
- Stafford Loan Master Promissory Note (MPN):** Complete the MPN at <https://dlenote.ed.gov/empn/StudentLoanSelector.jsp>, select Subsidized/Unsubsidized.
- Student 2008 Income Tax Return:** *Signed* copy of your (and spouse if applicable) *federal* return, including all pages and schedules. If necessary, request from the I.R.S. a copy by submitting (to the I.R.S.) I.R.S. form 4506-T, make a copy of the transcript you receive, sign the copy and submit it to this office. If you (or your spouse if applicable) did not/were not required to file, submit the 08 Student Non-tax Filer Form.
- Student Aid Request:** Follow up on instructions provided to you by the federal processor on page 3 of your 2009-2010 Student Aid Report.