

## Prospective Students

- Upload: <http://www.goucher.edu/financial-aid/forms-and-resources/upload-a-document>
  - When you scan, please make sure you capture both sides of 2-sided documents and capture at 300dpi or better. Please send multi-page documents as a single PDF.
- You may fax to 410-337-6504
- You may send by regular mail to Goucher College, Office of Student Financial aid, 1021 Dulaney Valley Road, Baltimore, MD, 21204. **Please send only copies of documents and keep your originals.**

### Can I send documents by e-mail?

The types of documents needed typically contain personally identifiable information. For this reason, we highly recommend that prospective students and families send by upload, fax, or regular mail. At this time, we cannot accept any zipped, encrypted, or password protected files. Once a student is expected, they can send attachments to e-mails sent from their secure Goucher student e-mail address. (See below.)

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## Current Students (or Expected with Goucher student e-mail assigned.)

- For your protection, send e-mails with documents only from your secure Goucher e-mail address.
- Scan and attach to an e-mail sent to [finaid@goucher.edu](mailto:finaid@goucher.edu). Please make sure you capture both sides of 2-sided documents, send multi-page documents as a single PDF, and scan at 300dpi.
- For a picture of a smaller document, such as an ID or W2 form, any common image file type (JPG, TIF, GIF, PNG, etc.) is fine as long as it is clear and readable.
- You may also upload: <http://www.goucher.edu/financial-aid/forms-and-resources/upload-a-document>

Current students may also fax to 410-337-6504, send by regular mail, or drop of documents in person.

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## Processing, Turnaround Time, and Monitoring your Financial Aid

- Please allow 10-15 business days for documents to be reviewed and processed.
- **In some cases, we may need to request additional documents after reviewing what you submit.**
  - Please respond promptly to any e-mails from our office requesting additional clarifications or documents.
- Students should check their financial aid file regularly using Goucher's online financial aid tracking system (Net Partner). It is the student's responsibility to make sure we receive needed documents.
  - <http://www.goucher.edu/financial-aid/net-partner/>
  - Log in and review your "Documents" screen to see what is needed.
  - Respond to anything showing as "Not Received" or "Incomplete".
  - We recommend you check online every 2-4 weeks **from May through August.**

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If you have any questions, or need additional assistance, please feel free to contact us:

410-337-6141 or [finaid@goucher.edu](mailto:finaid@goucher.edu)