

## **Documents Glossary**

How to submit:

Upload: goucher.edu/faupload

Fax: 410-337-6504

Use this glossary to help clarify documents that may be needed for financial aid.

If you have any questions, please e-mail finaid@goucher.edu for additional assistance.

### **New/Prospective Undergraduate students**

Please note that you will not be able to use Net Partner as described here. Instead, please review your Admissions and Financial Aid Status Portal at: https://apply.goucher.edu/account. You may then use the glossary in the tables below starting on page 3 if you have questions about what is being requested. Once you have deposited, you will receive a 9digit Goucher ID number and begin using Net Partner for your financial aid needs.

#### **New/Prospective Graduate students**

Please note that you will not be able to use Net Partner as described here until you are officially accepted, you have deposited and are expected in your degree program, and you have been issued your 9-digit Goucher ID number by the graduate office. Information on application steps is on the graduate student financial aid page. Please take a moment to review the section for new students.

#### **Current/Returning students**

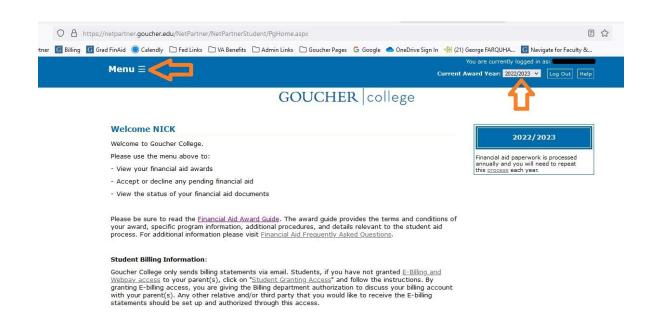
Normally you have already activated your Net Partner account. Please note that Net Partner uses your 9-digit Goucher ID number and a separate password from your userid and password for your Goucher e-mail or MyGoucher. Please make no more than 2 attempts to remember your password before using the "Forgot your password?" link.

# **Reviewing your documents in Net Partner**

Login through the web page below. If it is your first time using Net Partner, then you will need to activate your account as a first time user.

http://www.goucher.edu/financial-aid/net-partner/

Click on the Menu button and choose "Documents.". Remember that you need to be in the correct academic year in the drop-down menu at the top-right!



Status	Status Definition
Incomplete	The document is received but information is missing.
Not Received	The document is needed to complete the student's file.
Not Signed	The document is received but is missing a signature.
Received	The document is received. Please allow at least 10 business days for review.
Waived	The document is no longer needed.
Not Reviewed	The document was not required.
Approved	The document has been reviewed and processed by our office.

Document	Additional notes and/or what to submit	Where to find
Birth Certificate	Student's Birth Certificate	Your own records
Emancipated	Court documentation showing the student was	Your own records
Minor	released from the control of their parent/guardian	
Documentation	upon reaching the age of majority (in most states	
	this is age 18).	
Free Application	Complete your FAFSA online and remember to list	Online
for Federal	Goucher's school code- 002073.	https://studentaid.gov/h/apply-for-
Student Aid	If the FATCA is showing as "Incomplete" this	aid/fafsa
	If the FAFSA is showing as "Incomplete" this usually means it was rejected during processing	
	and you will need to log back in to your FAFSA to	
	make corrections.	
High School	Documentation showing one of the following:	Your own records
Completion	bocamentation showing one of the following.	Tour own records
Completion	A copy of the student's high school	
	diploma.	
	diploma.	
	A copy of the student's final official high	
	school transcript that shows the date when	
	the diploma was awarded.	
	A copy of the student's General	
	Educational Development (GED) certificate	
	or GED transcript.	
	'	
	An academic transcript that indicates the	
	student successfully completed at least a	
	two-year program that is acceptable for full	
	credit toward a bachelor's degree.	
	<ul> <li>If State law requires a homeschooled</li> </ul>	
	student to obtain a secondary school	
	completion credential for homeschool	
	(other than a high school diploma or its	
	recognized equivalent), a copy of that	
	credential.	
	<ul> <li>If State law does not require a</li> </ul>	
	homeschooled student to obtain a	
	secondary school completion credential for	
	homeschool (other than a high school	
	diploma or its recognized equivalent), a	
	transcript or the equivalent, signed by the	
	student's parent or guardian, that lists the	
	secondary school courses the student	
	completed and documents the successful	
	completion of a secondary school	
	education in a homeschool setting.	

need to bring in a government-issued photo ID and complete and sign this form in the presence of a financial aid staff member.  If you are unable to appear in person, then you will need to complete the form and show your I.D. in the presence of a Notary Public.  Legal Guardianship Documentation legal guardianship upon reaching the age of majority (in most states this is age 18).  Loan Default Vou will need to provide documentation from your loan servicer showing your default has been resolved. Your default may be resolved in the following ways:  • Repayment in full (including consolidation)  • Satisfactory repayment arrangements (six consecutive, full, voluntary payments on time)  • Loan rehabilitation (nine full, voluntary payments on time)  • Loan rehabilitation (nine full, voluntary payments on time no later than 20 days after the due date within 10 consecutive months)  You may review the Loan Default Resolution tip sheet available on our forms page for additional information.  Orphan-Ward of Court-Foster Care Confirm  Documentation showing the student was a foster child/ward of court at any time since the student turned 13.			
Documentation   director of a shelter showing you were an unaccompanied youth who was homeless or at risk of being homeless.		school, the transcript must be evaluated to show that it is equivalent to a U.S. high school diploma.	
Documentation   director of a shelter showing you were an unaccompanied youth who was homeless or at risk of being homeless.    Identity/Statement of purpose form - You will need to bring in a government-issued photo ID and complete and sign this form in the presence of a financial aid staff member.    If you are unable to appear in person, then you will need to complete the form and show your I.D. in the presence of a Notary Public.    Legal Guardianship Documentation   Court documentation showing the student was in legal guardianship upon reaching the age of majority (in most states this is age 18).    Loan Default   You will need to provide documentation from your loan servicer showing your default has been resolved. Your default may be resolved in the following ways:    Repayment in full (including consolidation)     Satisfactory repayment arrangements (six consecutive, full, voluntary payments on time)     Repayments on time no later than 20 days after the due date within 10 consecutive months)			
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the presence of a Notary Public.  Legal Guardianship Documentation  Loan Default  Vou will need to provide documentation from your loan servicer showing your default has been resolved. Your default may be resolved in the following ways:  Repayment in full (including consolidation)  Satisfactory repayment arrangements (six consecutive, full, voluntary payments on time)  Loan rehabilitation (nine full, voluntary payments on time)  Loan rehabilitation (nine full, voluntary payments on time no later than 20 days after the due date within 10 consecutive months)  You may review the Loan Default Resolution tip sheet available on our forms page for additional information.  Orphan-Ward of Court-Foster Care Confirm  The presence of a Notary Public.  Your own records  Your own records, after working with y loan servicer.  Your loan records and loan servicer contact information is available online logging in at studentaid.gov.  Your loan records and loan servicer contact information is available online logging in at studentaid.gov.  Your loan records and loan servicer contact information is available online logging in at studentaid.gov.		need to bring in a government-issued photo ID and complete and sign this form in the presence of a financial aid staff member.  If you are unable to appear in person, then you will	request if you are unable to appear in person.  Please <u>e-mail our office for additional</u>
Court documentation showing the student was in legal guardianship upon reaching the age of majority (in most states this is age 18).    Loan Default		·	<u>instructions</u> .
loan servicer showing your default has been resolved. Your default may be resolved in the following ways:  Repayment in full (including consolidation)  Satisfactory repayment arrangements (six consecutive, full, voluntary payments on time)  Loan rehabilitation (nine full, voluntary payments on time)  Loan rehabilitation (nine full, voluntary payments on time no later than 20 days after the due date within 10 consecutive months)  You may review the Loan Default Resolution tip sheet available on our forms page for additional information.  Orphan-Ward of Court-Foster Care Confirm  Orphan-Ward of court at any time since the student turned 13.		Court documentation showing the student was in legal guardianship upon reaching the age of	Your own records
You may review the Loan Default Resolution tip sheet available on our forms page for additional information.  Orphan-Ward of Court-Foster Care Confirm  Orphan-Ward of court at any time since the student turned 13.  Your own records	Loan Default	<ul> <li>loan servicer showing your default has been resolved. Your default may be resolved in the following ways:         <ul> <li>Repayment in full (including consolidation)</li> </ul> </li> <li>Satisfactory repayment arrangements (six consecutive, full, voluntary payments on time)</li> <li>Loan rehabilitation (nine full, voluntary payments on time no later than 20 days after the due date within 10 consecutive</li> </ul>	Your loan records and loan servicer contact information is available online by
Court-Foster Care Confirm both deceased or the student was a foster child/ward of court at any time since the student turned 13.		You may review the Loan Default Resolution tip sheet available on our forms page for additional information.	
	Court-Foster Care	both deceased or the student was a foster child/ward of court at any time since the student	Your own records
Owed your overpayment situation.  finaid@goucher.edu.		Overpayment is owed on a federal grant or loan.	finaid@goucher.edu.
and and the second final manuscraft and analysis of a manuscraft and			The FAFSA's IRS Data Retrieval Tool (DRT) is highly recommended. If you are unable

		or unwilling to use the DRT, then you will need to submit an IRS Tax Return Transcript or signed copies of the federal tax return (1040) and any schedules filed.  Please see additional tip sheets or
		instructions on our forms page.
Proof of Citizenship	Proof of U.S. citizenship or eligible noncitizen status - this may include a copy of student's birth certificate showing the student was born in the U.S., U.S. passport, Certificate of Citizenship, Certificate of Naturalization, Permanent Resident/Resident Alien card (I-551), Arrival/Departure Record (I-94)	Your own records  For information on eligible noncitizen status, please refer to studentaid.gov
Proof of	You have indicated on your FAFSA that you have a	Please contact our office for the correct
Dependent/Child	child or dependent that requires verification.	form or documentation to submit.
		finaid@goucher.edu.
Social Security Card Copy	A copy of the student's Social Security Card	Your own records
Student 20xx Federal Tax Form	We are required by the Department of Education to collect verified student federal tax information.	The FAFSA's IRS Data Retrieval Tool (DRT) is highly recommended. If you are unable or unwilling to use the DRT, then you will need to submit an IRS Tax Return Transcript or signed copies of the federal tax return (1040) and any schedules filed.  Please see additional tip sheets or instructions on our forms page.
Verification Form (Dependent or Independent)	Verification Form is required to verify information that was reported on the FAFSA.	Available on our <u>financial aid forms page</u> .
Veteran Confirmation	DD-214 showing that you were released under a condition other than 'dishonorable' or documentation showing the upcoming release orders from a military branch.	Your own records