GOUCHER college

Document Submission Tip Sheet

Office of Student Financial Aid
1021 Dulaney Valley Road
Baltimore, Maryland 21204-2794
P: 410-337-6141
F: 410-337-6504
E: finaid@goucher.edu

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, cloud-stored, 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.)

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

- For your protection, send e-mails with attached documents only from your secure Goucher e-mail.
- Scan and attach to an e-mail sent to 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. Please make sure it is flat and well lighted.
- 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 off documents in person.

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 follow up e-mails from our office requesting additional clarifications or documents.
- Students should check their financial aid file regularly. It is the student's responsibility to make sure we receive needed documents.
  - Returning and expected students should use Net Partner
    - http://www.goucher.edu/financial-aid/net-partner/
  - Prospective undergraduates should use the Admissions and Financial Aid Status Portal
    - https://apply.goucher.edu/account

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

410-337-6141 or finaid@goucher.edu