



Verification Information

Your application may be selected by the federal processor for review called *Verification*. In this process Portland Community College's financial aid office will be comparing information from your *FAFSA* (*Free Application for Federal Student Aid*) with information on your, your spouse's tax return (if you are married), and/or your Parent(s)' tax return(s) (if you are considered a dependent student) and other required documents. The law requires that Portland Community College ask you for this information before awarding federal aid. We have either enclosed these documents or provided instructions for you to print the necessary forms to complete your financial aid application. After review of the verification documents, and if there are differences between the information you reported on the *FAFSA* and your financial documents, PCC will make corrections electronically with the federal processor. You will be notified of these changes.

You may download documents at www.pcc.edu/mypcc.

Go to www.pcc.edu/mypcc. Enter your name and password. Click on the College Business tab at the top of the page. In the right column titled Financial Aid, click on Requirements. Print the documents needed. Complete the requested documents and submit them to any PCC financial aid office.

Your responsibilities

- Collect and submit all documents requested by Portland Community College.
- Ensure that all of the documents are signed.
- Write the student's Social Security Number or PCC ID number on any documents that do not have it already there.
- Complete and return all documents to the Portland Community College Financial Aid office within 30 days of receiving them to avoid cancellation of eligibility.
- Read your MyPCC email for all important notifications from the PCC Financial Aid Office.
- Notify PCC of any address or phone number changes.

How PCC Will Notify You of Your Eligibility for Aid

If it is determined you are eligible for financial aid, **you will be notified via your MyPCC email address. Follow the instructions there to *ACCEPT* or *DECLINE* your award** by using the MyPCC on line financial aid services. If it is determined you do not qualify for financial aid, you will be notified by mail.