

FORMS PROCESSING CHECK LIST

For detailed instructions -- go to www.GetCollegeFunding.org/processing

PHASE I - DATA GATHERING

EFC DATA RECORD - PC (non-MAC) Users

DATE

- | | | |
|--------------------------|---|--|
| <input type="checkbox"/> | STEP 1. Successfully installed CAC software program | |
| <input type="checkbox"/> | STEP 2. Completed EFC data entry in CAC, including F-O-W | |
| <input type="checkbox"/> | STEP 3. Our student is applying to at least 1 PROFILE College | |
| <input type="checkbox"/> | STEP 4. Completed P-O-W data entry in CAC | |
| <input type="checkbox"/> | STEP 5. Emailed EFC Data Record to GCF at:
EFC@GetCollegeFunding.org | |

Requirement for FAFSA Form filing: **STEPS 2 & 5**

Added requirement for CSS PROFILE Form filing: **STEP 4**

ALTERNATIVE SPREADSHEETS - MAC Users

- | | | |
|--------------------------|--|--|
| <input type="checkbox"/> | STEP 1. Successfully downloaded Alternative Spreadsheet(s) | |
| <input type="checkbox"/> | STEP 2. Completed <i>FAFSA</i> Spreadsheet | |
| <input type="checkbox"/> | STEP 3. Our student is applying to at least 1 PROFILE College | |
| <input type="checkbox"/> | STEP 4. Completed <i>Additional PROFILE</i> Spreadsheet | |
| <input type="checkbox"/> | STEP 5. Emailed Spreadsheet(s) to GCF at:
EFC@GetCollegeFunding.org | |

Requirement for FAFSA Form filing: **STEPS 2 & 5**

Added requirement for CSS PROFILE Form filing: **STEP 4**

PHASE II - THE PROCESS

FAFSA FORM PROCESSING

- STEP 1.** Acquired PINs from ED []
Student's PIN: []
Father's PIN: []
Mother's PIN: []
- STEP 2.** Faxed most recent *Federal Income Tax Return* to GCF []
- STEP 3.** Completed and submitted *Final College List* to GCF []
- STEP 4.** Received *Data Confirmation Report (DCR)* []
 Emailed approved *DCR* to GCF []
- STEP 5.** Retrieved/downloaded/saved *Student Aid Report (SAR)* []
 If your student is applying to more than 10 colleges:
 Retrieved/downloaded/saved 2nd SAR []
- STEP 6.** Faxed *2010 Federal Income Tax Return* to GCF []
 Retrieved new (updated) *SARs*, as applicable []
- STEP 7.** Applicable ONLY if you were selected for **VERIFICATION** []
 Faxed or emailed *Verification Form* to GCF []
 Received completed *Verification Form* back from GCF []

PROFILE FORM PROCESSING

(applicable ONLY if your student has applied to at least one PROFILE school)

- STEP 1.** Submitted payment information for College Board []
- STEP 2.** Received *Supplemental (SQ) Questions* from GCF []
(Some colleges have numerous SQ Questions, while others have none.)
 Emailed answered *SQ Questions* to GCF []
- STEP 3.** Received *PROFILE Acknowledgment* from GCF []
- STEP 4.** Additional Requirements to CSS PROFILE Form:
 Is there a non-custodial parent situation?
 Yes No
If "Yes", be sure to verify NCP requirements
 Do any of your colleges require IDOC?
 Yes No
If "Yes", be sure to follow IDOC instructions
- STEP 5.** I realize that any additional documents required by schools participating in the IDOC Service are my responsibility