

DOCUMENT CHECKLIST TO DETERMINE 2020 SUMMER PROGRAM ELIGIBILITY

Before arriving to NJCU for your selected Summer Bridge Workshop, you must complete the 2020-2021 FAFSA and upload all documents listed below into the Gothic Net portal.

All conditionally accepted students must complete/submit the following to be considered for EOF.

- ☐ File the 2020-2021 FAFSA or NJ Alternative Financial Aid Application
- ☐ Completed and signed 2020-2021 Verification Worksheet (included with Admissions letter)
- ☐ 2017 & 2018 [IRS Tax Transcripts](#) (tax returns will not be accepted)
 - If your parents filed separately but are still married, the filing status for 2018 must indicate “Married Filing Separately.”
 - If your parent(s)/guardian(s) own a home, you must provide:
 - A 2017 & 2018 “**Mortgage Bank Loan Statement**” (showing the **Principal Balance Owed** on the house).
 - A 2017 & 2018 “**Tax Assessment Statement**” (from your local City Hall).
- ☐ Copy of Social Security Card
- ☐ Proof of non-taxable income
 - Social Security Benefits (SSDI/SSI)- Submit one letter or a 1099 Form for each person who lived with you and received social security benefits in 2017 & 2018. The letter must come from the Social Security Administration and state the **total dollar amount** each person received in 2017 & 2018.
 - Welfare Benefits- Submit a letter from Welfare stating the **total dollar amount** received in Welfare benefits for the year 2017 & 2018.
 - Child Support- Submit a letter from the Court stating the **total dollar amount** received in Child Support for the year 2017 & 2018.
- ☐ Proof of Citizenship or eligible non-citizen status (except NJ Alternate Financial Aid applicants)
 - If you are a citizen of the United States, submit one of the following documents:
 - US Birth Certificate
 - US Passport
 - Certificate of Naturalization
 - If you are an eligible non-citizen, submit one of the following documents:
 - Alien Registration Card (Green Card)
 - I-94 Departure Document
 - Passport with (INS) stamp
 - Asylum/Refugee Document

Securely upload your verification documents via the Gothic Net Portal.

Detailed instructions can be located online at www.njcu.edu/eof under “How to Apply” for OSP/EOF Freshmen

Please allow 7-10 days for processing of your downloaded documents.

Log into the Gothic Net portal using your Gothic ID and Password (listed on your letter from the Admissions)

1. Once on the Applicant Homepage, click on the “Admissions Tile”
2. Click on “To Do List,” select the name of the document from the drop down list and click “Attach”
3. Enter 2021 next to “Aid Year begins with”
4. Select Add – Choose File – Upload
5. Under “Attach Form Type,” click on the magnifying glass icon, select the name of the document and **Save**
6. Repeat steps 4 & 5 for each document in the “To Do List”

For questions, please contact Katrina Smith-Younger at ksmith@njcu.edu or (201) 200-2054.