

«ltr_date»

ID: «AltId»

«First_Name» «middle_init». «Last_Name»

«Street1»

«Street2»

«City» «state» «zip»

Dear «First_Name»,

The Financial Aid Office has received your 2014-2015 Free Application for Federal Student Aid (FAFSA) data from the U.S. Department of Education (DOE). Your application has been selected by the DOE for a review process called "**Verification**". Before you can be packaged with federal financial aid, you must submit additional documentation to the Excelsior College Financial Aid Office **as soon as possible as not to delay your financial aid award package.**

****You must log into your MyExcelsior by clicking the link below. Click on the 'Find them here' link to access your 'My Documents' located in your online financial aid system:**

<http://www.excelsior.edu/secapps/go/home>

IF you are required to submit a copy of your IRS tax return transcript, you may do so by visiting the IRS website at www.irs.gov/Individuals/Get-Transcript. Please allow up to three weeks for mail delivery and submit to the financial aid office immediately. **Do not** submit copies of a federal tax return (1040, 1040A or 1040EZ). Due to changes in federal regulations, we can only accept IRS transcripts.

Please do not submit W2's and or tax transcripts if it is not a required document under your documents tab. Sending in additional documentation that is not required will add significant review time to the verification of your FAFSA

****Failure to submit verification documents by the deadline may result in a loss of financial aid eligibility.**

Please fax, e-mail or mail the above documents to:

Excelsior College
7 Columbia Circle
Albany, NY 12203
Attention: Financial Aid
VAFA@excelsior.edu
Fax- 518-464-8660

If you have any questions, please feel free to contact the Financial Aid office at 1-855-FA-EXCEL or 1-855-323-9235 or email us at yafa@excelsior.edu.

Sincerely,

The Office of Financial Aid