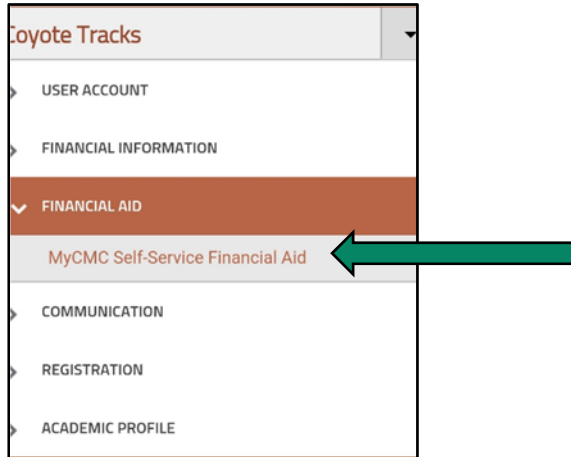


## How to submit Documents to Financial Aid during Covid-19

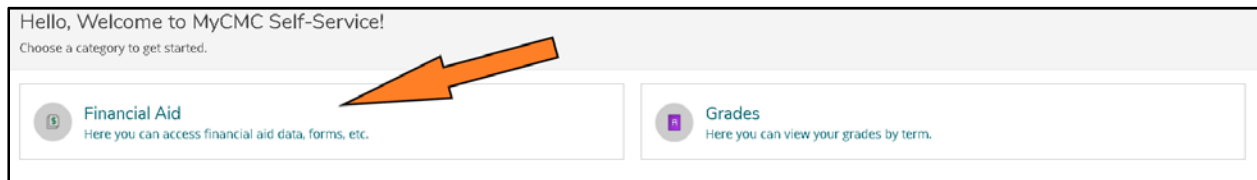
During physical campus closure due to Covid-19, we have established alternative methods of submitting financial aid documents for processing. These methods are outlined below.

### Where do I find the documents that Financial Aid needs from me?

1. Login to MyCMC Portal
2. Under Coyote Tracks, click Financial Aid, then MyCMC Self-Service Financial Aid



3. Click Financial Aid



4. A list of fillable PDF forms are found in MyCMC Portal under “student documents” in the “financial aid” folder when you first log in.

### How do I submit my documents to Financial Aid?

You may be permitted to email some documentation. However, some documents are required to be submitted in person. Please see below for a detailed list of both.

#### The documents listed below are **acceptable to email** to financial aid:

1. Verification worksheets (Dependent/Independent)
2. High School transcript
3. GED/Homeschool determination letter
4. College transcripts
5. Tax transcripts (**AS ATTACHMENT ONLY**) See “How to request tax transcript and verification of non-filing on cmccd.edu
6. W-2s (**black out all SSN except last 4**)
7. Verification of Non-filing (**AS ATTACHMENT ONLY**)
8. Certification of Non-filing

**All documents must be submitted through your student email account only. Be sure to sign all required forms whether signed digitally or scanned in with physical signature.**

**The documents listed below require an appointment with the Financial Aid Specialist or Base contact to submit in person:**

1. HS diploma
2. Statement of Educational Purpose
3. ISIR signature page
4. 2018 1040 tax return **with signatures in blue ink**

**Students may submit documentation in the following ways:**

1. Email acceptable documents to the Financial Aid Specialist at [bblakeley@cmccd.edu](mailto:bblakeley@cmccd.edu)
2. Take documents to the Office of Instruction (OOI) at CMC in a sealed envelope with the words FINANCIAL AID clearly written on the front of envelope. (OOI located in 200 quad)
3. Schedule a time to submit documents that require in-person appointments with Brittney, Financial Aid Specialist by emailing her at [bblakeley@cmccd.edu](mailto:bblakeley@cmccd.edu)
4. For Base contact personnel - Schedule a time to submit documents that require in-person appointments with Summer Grenzow, Admissions and Records Specialist, by emailing her at [sgrenzow@cmccd.edu](mailto:sgrenzow@cmccd.edu) or calling at 760-820-9519
5. Mail documents via postal mail to:

ATTN: Financial Aid  
Copper Mountain College  
6162 Rotary Way  
PO Box 1398  
Joshua Tree, CA 92252