



FINANCIAL AID OFFICE  
1000 East Victoria Street, WHB250  
Carson, California 90747  
PHONE: (310) 243-3691

CSUDH ID: \_\_\_\_\_ Today's Date: \_\_\_\_\_

## Financial Aid Document Submission Cover Sheet

Please complete the information requested below, submit this form along with your documents. REMINDER: When uploading your documents to the DropBox, please exercise caution when using Free WiFi or Public Computers as these are not secure.

Student Name: \_\_\_\_\_  
*Enter Last Name, First Name, MI*

Toro Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_  
*(Area Code) (i.e. 222-1234)*

Be sure to include your CSUDH student ID number on the front and back of each page submitted and allow 24-48 hours for your To Do List to be updated.

### Submission Instructions

In the following page(s), complete all requested information using the fillable document below. Your document must be complete to be accepted by the Financial Aid Office. Forms that are incomplete will remain on your To-Do list in the Student Center.

1. Upon completing this document, scroll to the bottom where you are asked to sign and date. In the signature area, type your name and in the date space type today's date.
2. Save your document. Name your document with your Initials and CSUDH ID #
3. If you have attachments, please have them ready to upload to the DropBox
4. Return to the Financial Aid Forms section to the "Submit My Documents link"
5. Once all documents have been submitted, be sure to close your browser.



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finaid@csudh.edu

Student's Name: \_\_\_\_\_ CSUDH ID#: \_\_\_\_\_

**2021-2022 Non-Filing Letter-Exception**

Please complete and submit this form electronically to the Financial Aid Office using the Financial Aid Dropbox located at [csudh.edu/financial-aid/forms/](http://csudh.edu/financial-aid/forms/).

I was not required by federal law to file a 2019 income tax return with the IRS. I attempted to obtain an IRS Verification of Non-Filing Letter (VNF) and was unable to obtain the required documentation because of the following:

Check all that apply:

I have a Social Security Number (SSN), Employer Identification Number (EIN), or Individual Tax Payer Identification Number (ITIN) and the IRS could not provide the Verification of Non- Filing Letter;

**OR**

I do not have a Social Security Number (SSN);

I do not have an Individual Tax Payer Identification Number (ITIN); and

I do not have an Employer Identification Number (EIN).

**CERTIFICATION AND SIGNATURE**

The person signing below certifies their information was reported on the FAFSA or California Dream Act Application for the above named student, and that all of the information reported is completed and correct.

**WARNING: Per the U.S. Department of Education and the State of California, if you purposely give false or misleading information you may be fined, be sentenced to jail, or both.**

\_\_\_\_\_  
Printed Name of Non-Filer

\_\_\_\_\_  
Relationship to Student

\_\_\_\_\_  
Non-Filer's Signature (Required)

\_\_\_\_\_  
Date