Dear Student:

The Office of Financial Aid will no longer be sending award notifications and communications by paper for continuing students. All notifications will be made ONLY by e-mail. E-mails will instruct students to go to student web and view awards. In the Financial Aid section of student web, there are several areas:

**FINANCIAL AID STATUS:**

“Read Messages”: These messages formerly appeared on paper award letters. Some messages Detail the award while others explain changes in the award.

It is suggested to always read these messages prior to calling the Financial Aid Office with questions.

**ELIGIBILITY:**

“Review Documents Required”: Lists required any required document needing to be submitted to the Financial Aid Office in order for an award to pay.

Failure to view this screen and comply accordingly may substantially delay payment of an award.

**AWARD:**

“Review and Accept Awards”: Recipients may accept, decline or reduce awards.

In the past, the Office of Financial Aid has also sent out missing document letters periodically. These letters will only be sent via e-mail in the immediate future. The majority of documents requested may be easily downloaded from the office’s website. The future e-mails regarding these documents will indicate where the forms are located as well as the school’s address if they are being returned by mail.

All e-mails will be sent directly to students Graduate Center e-mail account. Anyone wanting mail forwarded to an account of choice may utilize the Information Technology site from the main GC web site. On the left side, click on “Find Answers with Knowledge Base.” Under “Enter your question”, type “e-mail redirect.” The first choice to be listed is “How to set up e-mail redirect using OWA 2007.” Click and follow the directions.

Sincerely,

Office of Financial Aid