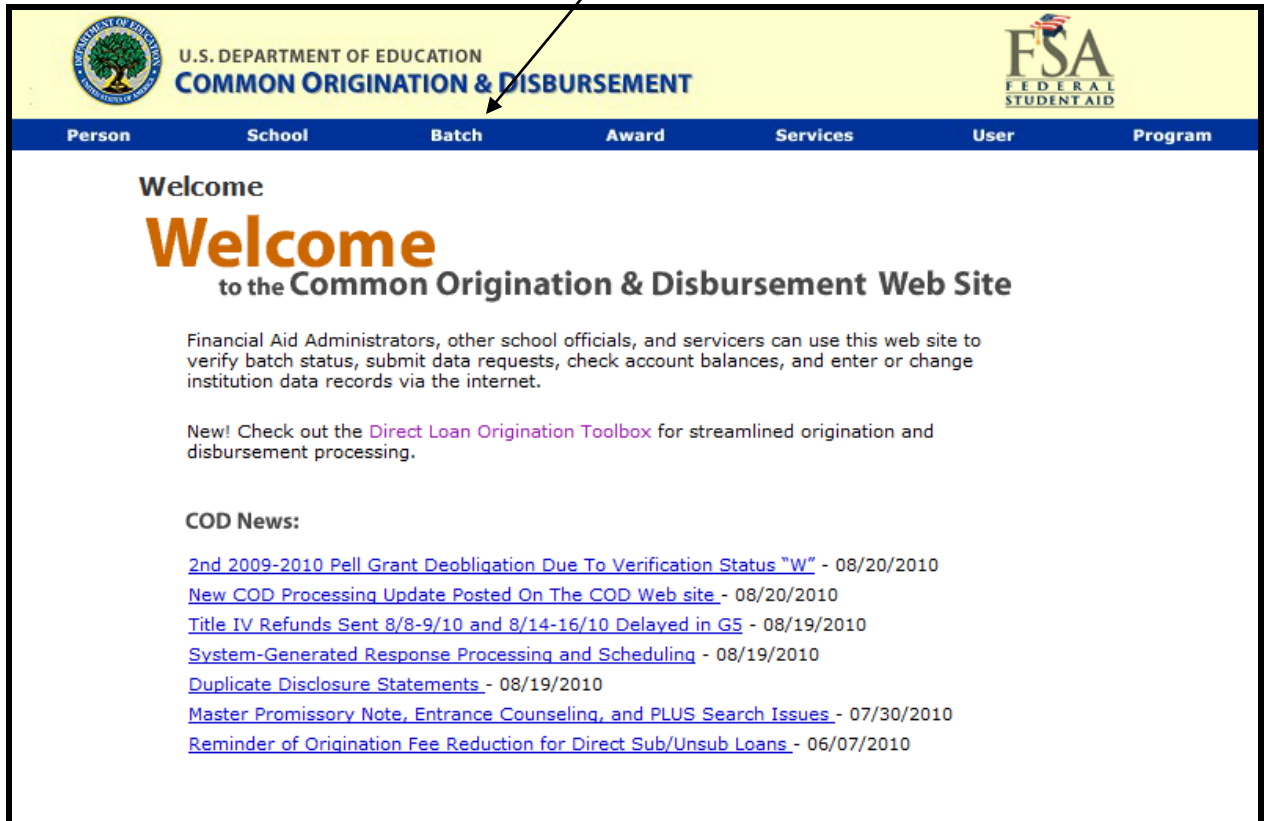


**Step-By-Step Instructions To Resolve Citizenship Status Rejects
for Direct Loan Awards
Attachment to November 2010 Foreign School Update**

To resolve citizenship status rejects for Direct Subsidized Loan, Direct Unsubsidized Loan, and Direct PLUS Loan awards, the school must correct the record through the batch search/reject correction process on the COD Web site.

1. Once logged in to the COD Web site, click on the Batch Tab at the top of the screen.



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2. Once on the Batch Search screen, enter the Document/Batch ID if known or the student's SSN.

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3. Click on the word **Rejected** under the SSN column.

| | | |
|---|---|---|
| Accepted | \$0.00 | 1 |
| Total Number of Awards Rejected | Award Amount Rejected | |
| 1 | \$0.00 | |
| Total Number of Awards Accepted with Corrections | Award Amount Accepted with Corrections | |
| 0 | \$0.00 | |
| Total Number of Duplicate Awards | Amount of Duplicate Awards | |
| 0 | \$0.00 | |
| Total Number of Awards Accepted with Warnings | Award Amount Accepted with Warnings | |
| 0 | \$0.00 | |
| Total Number of Disbursements Accepted | Disbursement Amount Accepted | |
| 0 | \$0.00 | |
| Total Number of Disbursements Rejected | Disbursement Amount Rejected | |
| 0 | \$0.00 | |
| Total Number of Disbursements Accepted with Corrections | Disbursement Amount Accepted with Corrections | |
| 0 | \$0.00 | |
| Total Number of Duplicate Disbursements | Amount of Duplicate Disbursements | |
| 0 | \$0.00 | |
| Total Number of Disbursements Accepted with Warnings | Disbursement Amount Accepted with Warnings | |
| 0 | \$0.00 | |
| Total Financial Award Accepted | Total Financial Disbursement Accepted | |
| \$0.00 | \$0.00 | |
| Total Funded Disbursement Accepted | Total Non Funded Disbursement Accepted | |
| \$0.00 | \$0.00 | |

Enter filter criteria here to narrow down your search.

SSN: Status:

Award Type:

| Award Year | Name | SSN | Award Type | Award No | Disb No |
|------------|----------|----------------------|------------|----------------|---------|
| '10-'11 | .COSLETT | 228909190 - Rejected | DLU | 001 - Rejected | |

Records 1 to 1 of 1 [Print Batch](#)

Oct 03 2010 08:09 EDT

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**Step-By-Step Instructions To Resolve Citizenship Status Rejects
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4. Click **UPDATE RECORD**.

The screenshot shows the FSA Federal Student Aid Common Origination & Disbursement interface. The top navigation bar includes links for Person, School, Batch, Award, Services, User, and Program. The left sidebar contains a list of actions: Batch Search, Batch Information Detail, Action Queue, Interface Rejects, Grant Data Requests, PLUS App Rsp Request, Rebuild Search, Post Data Arc Search, CommonLine Search, and DL Origination Tool. The main content area displays a 'Record Errors' section for a specific batch. It shows the Document ID (2010-10-03T08:03:37.010), Entity Id (10000350), Award Year ('10-'11), and Person (228909190 (COSLETT)). A table titled 'Person Error' lists the following details: Field (CitizenshipStatusCode), Edit number (014), Description (CITIZENSHIP STATUS IS NOT ELIGIBLE FOR THIS AWARD), Edit status (Rejected), and Field value (3). Below the table are two buttons: 'UPDATE RECORD' and 'VIEW RECORD'. An arrow points from the instruction 'Click UPDATE RECORD.' to the 'UPDATE RECORD' button. The footer shows the date 'Oct 03 2010 08:09 EDT' and a series of links: Home, Privacy Act, Links, Contact Us, Today's Update, Help, Glossary, and Log Off.

| Document ID | Entity Id | Award Year | Person |
|-------------------------|-----------|------------|---------------------|
| 2010-10-03T08:03:37.010 | 10000350 | '10-'11 | 228909190 (COSLETT) |

| Person Error | |
|--------------|---|
| Field | CitizenshipStatusCode |
| Edit number | 014 |
| Description | CITIZENSHIP STATUS IS NOT ELIGIBLE FOR THIS AWARD |
| Edit status | Rejected |
| Field value | 3 |

[UPDATE RECORD](#) [VIEW RECORD](#)

**Step-By-Step Instructions To Resolve Citizenship Status Rejects
for Direct Loan Awards**

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5. Scroll down, change **Citizenship** status and click Submit.

| Permanent Information | |
|--|--------------------------------------|
| *Last Name | COSLETT |
| *First Name | KACIE |
| Middle Initial | |
| *Address Line 1 | 99 MAIN ST |
| Address Line 2 | |
| Address Line 3 | |
| *City | ONEIDA |
| *State/Province | Nebraska |
| *Postal Code | 65789 |
| Country | US |
| *SSN | 228909190 |
| *Date Of Birth | September 8 1969 |
| Telephone Number | |
| Email | |
| *Citizenship | Not Eligible |
| School Assigned Id | US Citizen |
| ~Post 9/11 Deceased Veteran Dependent | Eligible Non-Citizen Not Eligible |

| Local Information | |
|-------------------|----|
| Address | |
| | |
| | |
| City | |
| State/Province | |
| Postal Code | |
| Country | US |

VIEW AWARD DATA

CANCEL

COMMON RECORD

SUBMIT

~This field relates to Pell only

Change **Citizenship** status.

Click **Submit**.