# The ISIR Guide

2003–2004

**U.S. Department of Education**

FEDERAL STUDENT AID

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# I. INTRODUCTION

This guide will assist financial aid administrators (FAAs) in interpreting student information from an Institutional Student Information Record (ISIR), which is an electronic record that is sent to the institution. The term ISIR refers to all processed student information records that are sent electronically directly to institutions by the Central Processing System (CPS).

A Student Aid Report (SAR) is the paper output document that is sent to the student. SARs and ISIRs contain the same processed student information in different formats. The SAR is explained in detail in Appendix D of this guide.

ISIRs are records sent to an institution through the Electronic Data Exchange (EDE), the Department's electronic service that allows institutions to send and receive electronic data to and from the CPS and other Federal Student Aid (FSA) systems. Drafts of the 2003–2004 ISIR record layout for institutions and state agencies have been provided at conferences beginning in July 2002. The layouts can be downloaded in portable document format (PDF) from the Information for Financial Aid Professionals (IFAP) Web site at **ifap.ed.gov**. The *2003-2004 EDE Technical Reference* contains all the layouts in section 3.

This *ISIR Guide* explains codes and flags that appear as FAA information on the ISIR.

Changes to the design and data elements on the 2003–2004 Free Application for Federal Student Aid (FAFSA) required corresponding changes to the ISIR, however, we made very few changes to the 2003–2004 application processing system. Information about these system changes and enhancements will be posted to the **ifap.ed.gov** Web site in a future Action Letter posting.

***New ISIR fields for 2003-2004 are:***

- Parent's Marital Status Date
- Reject Override A
- Reject Override C
- FAFSA Data Verify Flags
- Direct Loan Plus Master Prom Note Flag

***Deleted ISIR fields for 2003-2004 are:***

- NSLDS Pell Remaining Amount to Pay (1 through 3)

***Modified Rejects:***

- Reject A is now a verifiable reject on the FAFSA and Correction Records. The end year range increased from 1927 to 1928.
- Reject B end year range increased from 1986 to 1987.
- Reject C is now a verifiable reject on the FAFSA and Correction Records. The condition for meeting the reject has been changed to taxes paid are not equal to or greater than AGI and are greater than or equal to 40% of the AGI.

***New Rejects:***

- Reject D is set for a dependent student whose Father's/Stepfather's SSN is in an invalid range.
- Reject E is set for a dependent student whose Mother's/Stepmother's SSN is in an invalid range.
- Reject R is set when the applicant's name and SSN matches the SSA database but the date of birth does not match.
- Reject 9 is set for a dependent student when both the Father's/Stepfather's and the Mother's/Stepmother's SSN fields are blank.
- Reject 12 is set when the taxes paid are greater than or equal to the AGI.

## Processing Flow

The flow of information through the system remains basically the same in 2003–2004 as in 2002–2003.

The student starts the process by filling out a FAFSA, and this information is "processed" through the CPS and returned to the student and institution. The application information can be submitted on paper, electronically at the school through the Student Aid Internet Gateway (SAIG) or via FAA Access to CPS Online, or using FAFSA on the Web, Spanish FAFSA on the Web, or Renewal FAFSA on the Web.

The charts on pages 8 and 9 show how information about a financial aid applicant flows through the system for the various types of applications and corrections. The major participants and documents or records in the application process are:

1) The U.S. Department of Education (ED).

2) The student. He or she may apply for federal student aid under the Title IV programs—Federal Pell Grant, Federal SEOG, Federal Work-Study, Federal Perkins Loans, the Federal Family Education Loan Program, and the William D. Ford Federal Direct Loan Program.

3) The financial aid application. There are different applications available that the student can complete and submit in order to apply for federal student aid. These include the paper FAFSA, paper Spanish FAFSA, the electronic FAFSA through EDExpress, FAFSA on the Web, Spanish FAFSA on the Web, or Renewal FAFSA on the Web.

4) The FAFSA Processor. One organization will serve as the data entry processor for the 2003–2004 processing year under contract with ED. The FAFSA processor receives applications in the mail, performs document analysis to check that data are acceptable, and handles missing or unacceptable responses. The processor images the application, enters the information from the application, and transmits it electronically to the CPS.

5) The Central Processing System (CPS). The CPS operates under a contract with ED to receive and process application information. The CPS matches student records with other databases to check eligibility. The CPS also applies a series of "compute edits" to the application information to check for inconsistencies, contradictions, and missing information. During the compute process, the CPS uses the need-analysis formula specified in the law to calculate each applicant's Expected Family Contribution (EFC).

6) The Institutional Student Information Record (ISIR). ISIRs are electronic records that are produced by the CPS and provide schools with processed application information. ISIRs are transmitted electronically to destination points (schools, servicers, and state agencies) daily through EDE.

7) The Student Aid Report (SAR) and the SAR Information Acknowledgement. These paper documents provide the student with processed application information. The CPS prints these forms and mails them directly to the address the student provided. Alternatively, some students may get an electronic SAR e-mail.

8) The School. The school refers to each postsecondary educational institution that the student listed on the financial aid application. The financial aid administrator (FAA) at the school will use the processed information from the ISIR (or SAR) to determine what federal aid the student is eligible to receive. Schools and states may also use information from the ISIR (or SAR) to award their own financial aid.

## Transactions

A "transaction" is an interaction between the CPS and the financial aid applicant, or the school acting on behalf of the applicant, that changes any of the data on the applicant's record. Each transaction results in a new ISIR and SAR, and is identified by transaction number (i.e., 01, 02, 03). A transaction may sometimes be "system generated." For example, when a student's eligibility for federal student aid changes on the National Student Loan Data System (NSLDS), the CPS will automatically reprocess the application information and generate a new transaction without additional input from the student or from a school. These system-generated transactions will be sent to the school in a separate electronic message class.

The transactions discussed here will be those where there has been interaction between the student and the system, or the school and the system. When application data for an award year first enter the CPS and are processed, the report that results is called the "01" transaction. The student receives a SAR, electronic SAR, or SAR Information Acknowledgement and the listed schools receive ISIRs. If corrections are necessary, the student makes these changes on the SAR, returns the SAR to the FAFSA Processor, and the information is reprocessed. Alternatively, the student can make the corrections electronically through Corrections on the Web, or a school can enter corrections electronically through EDExpress or FAA Access to CPS Online, even if the school did not submit the original application electronically. The corrections generate a new record that is identified as an "02" transaction. This second type of transaction is called a "correction," although the term also is used to refer to the updating of information.

To create a correction transaction, a change must be made to at least one data element. The change can be anything, even an address correction or the addition or change of a school. The first correction is labeled "02," and subsequent corrections are labeled "03," "04," and so forth. Identifying the correct transaction is important when reporting Pell Grant payments and when requesting duplicate ISIRs or SARs. A duplicate will always be generated from the most recent transaction (the one with the highest transaction number) unless another, earlier transaction is specified.

## Highlights and Assumptions

### *Paper System Highlights and Assumptions*

Students are instructed to review information on the SAR carefully for accuracy. Items requiring special attention are "highlighted" by printing them in boldface type. Both the student and FAA need to pay careful attention to questions and responses that are highlighted.

During the edit process, the CPS applies logic in comparing two or more pieces of information provided by the student. The CPS highlights information that is conflicting, missing, or contradictory. Items that are questioned are highlighted on the SAR.

In certain instances the application is rejected because of a conflict—for example, the student answered that he or she is not married but provides financial information for a spouse. The CPS will reject this application (Reject 11) and print the questioned items in boldface type on the SAR. The CPS will not calculate an EFC, because key financial information is conflicting.

In other situations, the CPS makes an "assumption" and does not reject the student's record. For example, a student reports that he or she is married and provides spouse's income, but reports only one person in the household. In this case, the CPS assumes there are two persons in the household, highlights both questions and responses on the SAR, and calculates an EFC if the record is not rejected for other reasons. Both the reported and the assumed values are printed, with the word "ASSUMED" in parentheses next to the assumed response that was used in the EFC calculation.

The CPS most often makes assumptions when questions are left blank. Once an answer is assumed, the assumed information is used throughout all the subsequent edits and in the EFC calculation.

If the CPS makes an assumption, but then rejects the record for other reasons, an EFC is not calculated and the assumed values are not used. In this situation, the student receives a SAR with arrows printed next to the questionable line items. The student is then required to correct them.

### *Electronic System Highlights and Assumptions*

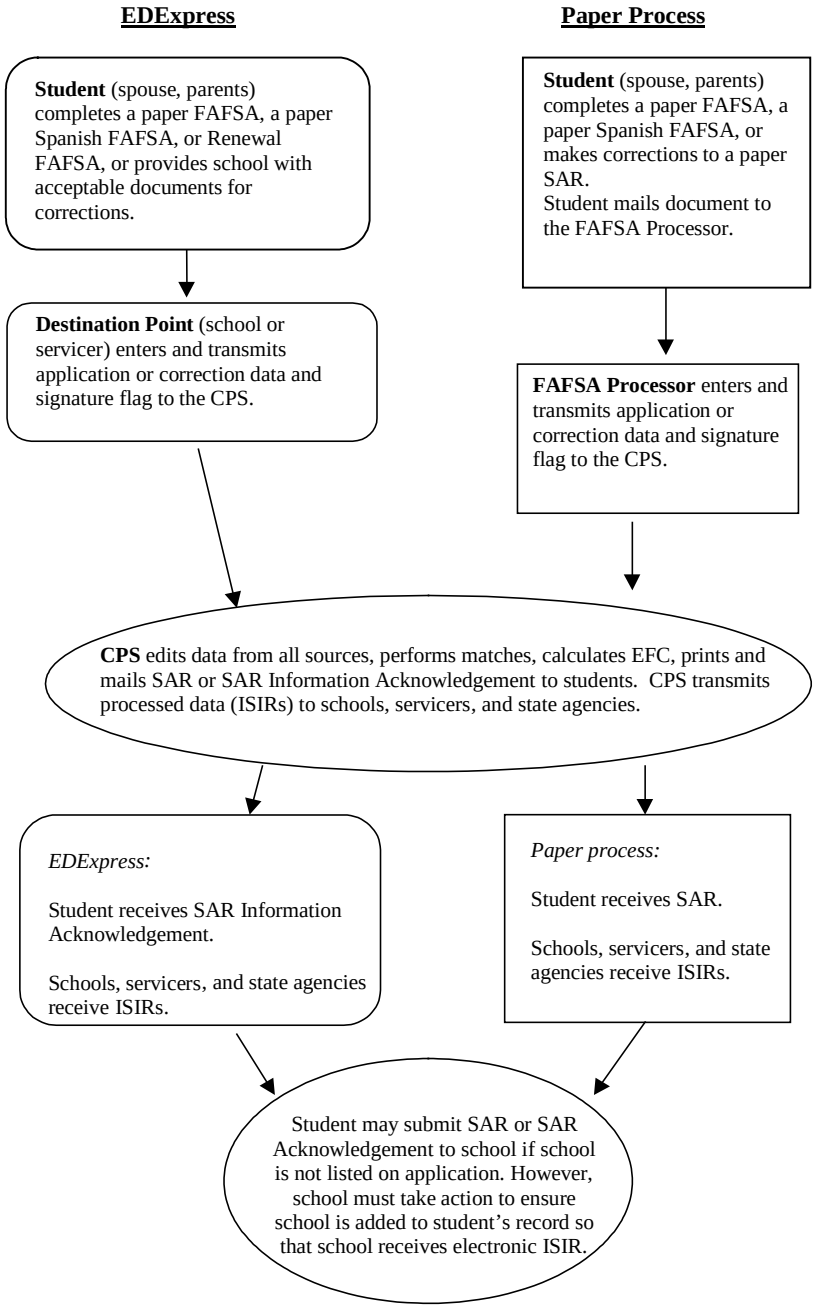
All FSA application software that is used to submit application data contains certain edits that prompt users to resolve inconsistencies before sending the information to the CPS. These edits are contained in the EDExpress, FAFSA on the Web, Spanish FAFSA on the Web, Renewal FAFSA on the Web, and Corrections on the Web applications. When inconsistencies or missing data would cause the record to be rejected at the CPS, the software does not allow the record to be completed or transmitted until information is changed or added. However, when these inconsistencies would cause an assumption, the user is prompted to review and change the data, but will be allowed to transmit the record even if a change is not made. The ISIR that a school receives will include a flag for each highlighted field and will set an "h," for highlight, next to the items on which assumptions were made on the printed ISIR.

In the EDExpress software, a FAA can override certain assumptions that would be made at the CPS. When a FAA sets an override code on an electronic application, the CPS accepts the data as reported and does not make an assumption about that item. For example, if a student indicates more than six family members are attending college, the CPS would assume "one" person in college during processing. If, in fact, there are more than six family members attending college, the FAA can eliminate the need for a correction by setting the appropriate override flag in the EDExpress software ***or by using FAA Access to CPS Online***.

In addition, EDExpress ***and FAA Access to CPS Online*** allow~~s~~ the FAA to override certain "verifiable rejects" by setting a reject override flag before transmitting the student's application. For example, a student may have an unusually large number of family members. If the FAA sets the appropriate override flag before sending the student's record, the student's record will not be rejected. Students who are using FAFSA on the Web, Spanish FAFSA on the Web, or Renewal FAFSA on the Web will be able to set the assumption and reject overrides described above by confirming the data that they have entered.

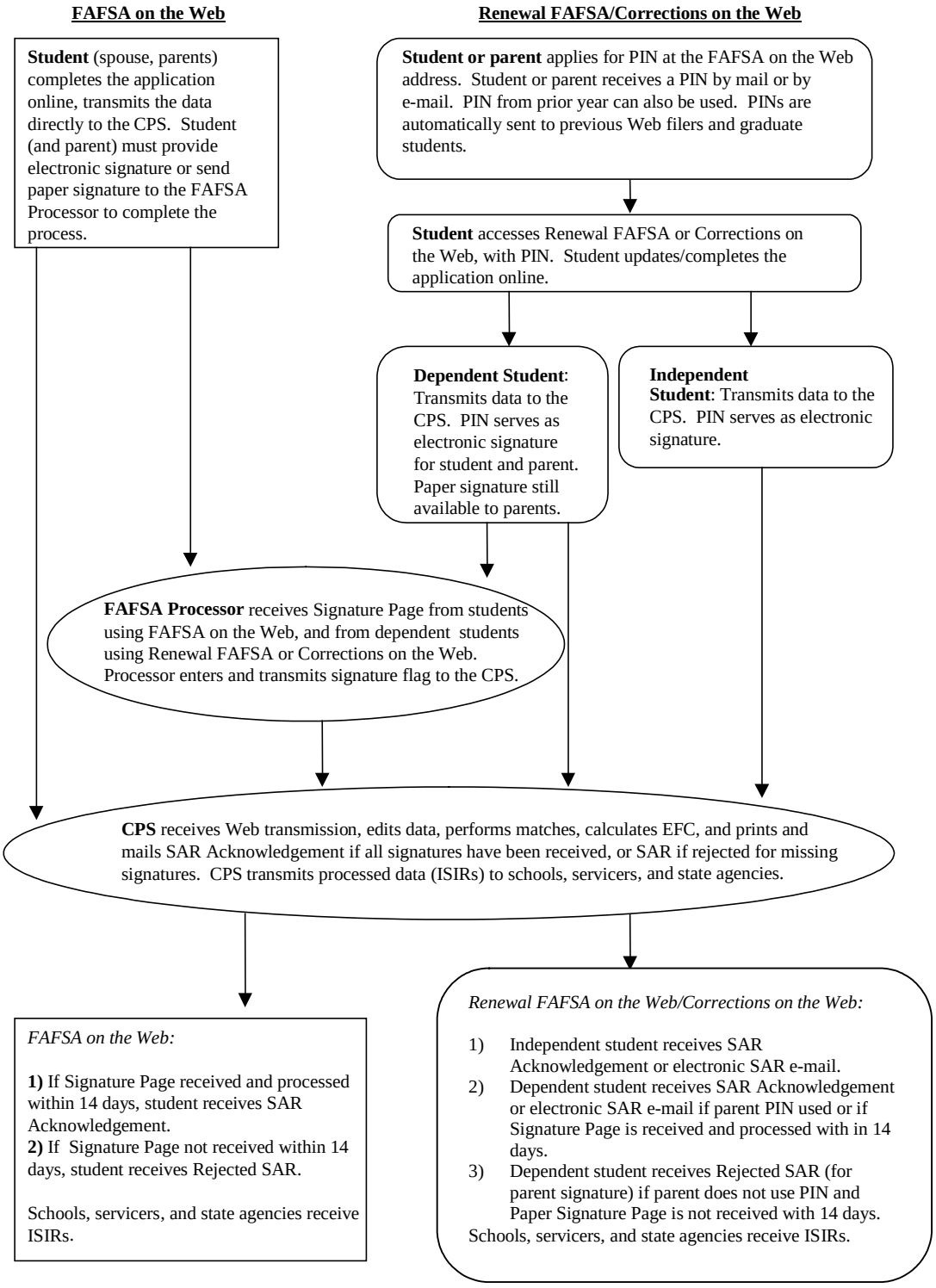
# 2003–2004 Federal Application Processing System

## *Paper and Electronic (Non-Web) Processes*



# 2003–2004 Federal Application Processing System

## *Web Process*



# II. ISIR DATA

Schools will receive ISIRs for all students who listed that institution on their FAFSA, Spanish FAFSA, Renewal Paper FAFSA, FAFSA on the Web, Spanish FAFSA on the Web, Renewal FAFSA on the Web, Corrections on the Web, or SAR. More than 7,000 post-secondary institutions participate in some aspect of the Electronic Data Exchange (EDE). These institutions can send application and correction data from the school or through a servicer (either one is called a "destination point") and receive processed student records (ISIRs) at the destination point.

Appendix G contains an example print format for the ISIR. Student and FAA information will print out on two pages, with an additional page for NSLDS Financial Aid History. Schools do not need to print hardcopy ISIRs; however, in this guide we will use the print format as a tool to discuss the codes that appear on the ISIR record.

The student's processed application information appears on the printout of an electronic ISIR in a two-column, two-page format with an abbreviated version of each FAFSA question on the left and the student's response on the right. Information is divided into sections like the FAFSA sections, e.g., Step One: The Student. Questions are not numbered individually, but each section heading identifies the range of FAFSA questions included.

## ISIR Office Information

In the section titled Office Information, on page 3 of the sample ISIR, the following information appears:

- DRN
- Primary EFC Type
- Secondary EFC Type
- Processed Date
- Application Data Source
- ISIR Transaction Type
- Source of Correction
- Federal School Code Indicator
- Reject Override Codes
- Assumption Override Codes

The student's DRN (Data Release Number) will appear in this section only for a transaction type of "0" when the school receiving the ISIR also entered the student's application or renewal application data. The DRN will not appear on an ISIR in other situations.

### *Primary and Secondary EFC Type*

These codes tell a FAA which formula was used to calculate the EFC.

| | |
|---|---|
| 1 | Full Needs Test: dependent |
| 2 | Full Needs Test: independent without dependents |
| 3 | Full Needs Test: independent with dependents |
| 4 | Simplified Needs Test: dependent |
| 5 | Simplified Needs Test: independent without dependents |
| 6 | Simplified Needs Test: independent with dependents |

### *Processed Date*

The Processed Date is the date this transaction was processed at the CPS.

### *Application Data Source*

The Application Data Source identifies a FAFSA processor or other source of the application.

| | |
|---|---|
| 11 | Electronic Application (EDE) |
| 51 | Paper Application |
| 52 | Paper Renewal Application |
| 55 | Paper Spanish Application |
| 61 | FAFSA on the Web, Spanish FAFSA on the Web |
| 62 | Renewal FAFSA on the Web |
| 65 | Easy FAFSA on the Web |

### *ISIR Transaction Type*

The ISIR Transaction Type identifies the source of the transaction.

| | |
|---|---|
| 0 | Electronic original application |
| 1 | Automatic ISIR generated |
| 2 | Electronic correction |
| 3 | Electronic duplicate request |

### *Source of Correction Flag*

The Source of Correction Flag is a field that is set on each correction transaction and indicates what the source of the correction was.

| | |
|---|---|
| A | Applicant |
| D | CPS |
| S | School |

### *Federal School Code Indicator*

The Federal School Code Indicator verifies the identity of the originating institution.

"Reject" and "Assumption" Override Codes appear because the EDExpress software allows a FAA to override certain rejects that are designated as "verifiable" rejects. It also allows a FAA to override certain assumptions that the CPS would make about a student's data when the information appears to be inconsistent. The Office Information section on the ISIR shows which Reject Override Codes and which Assumption Override Codes were set on the transaction.

## ISIR FAA Information

The FAA information section displays every relevant piece of information about a student's eligibility in one place. On the ISIR, FAA information is printed on the second page following the summary of application data and is labeled "FAA Information." Descriptive labels are intended to help the FAA identify reject codes, match flags, intermediate values, and so forth. Using the printed ISIR format as a basis, here are identifications for the codes and flags that appear as FAA information.

### *Date ISIR Received*

This is the date the ISIR record was received at your institution.

### *Verification Flag*

The Verification Flag indicates if a student has been selected for verification on any transaction.

| | |
|---|---|
| Y | Selected for verification |
| N | Not selected for verification |
| * | Selected for verification on a subsequent transaction |

### *Verification Tracking Flag*

The Verification Tracking Flag identifies the priority of the criteria used by the CPS to select applicants for verification and is based on the likelihood of error. The **higher** the number, the higher the priority for selection by the CPS. For example, a "12" in this field has a greater potential for significant error than a student with a "07" in this field. If you plan to use the 30% verification limit, we recommend using this field to prioritize the applicants you choose to verify.

### *System-Generated Indicator*

These codes identify a system-generated transaction that was initiated by the CPS, rather than resulting from an application or correction sent to the CPS. The codes show why the CPS automatically generated a record.

| | |
|---|---|
| Blank | Not a system-generated SAR |
| A | Applicant released from drug abuse hold file |
| D | Duplicate request and drug abuse status has changed |
| I | INS Secondary Confirmation completed |
| L | Duplicate request and NSLDS match data have changed |
| N | NSLDS post-screening transaction |
| Z | Reprocessed transaction |

ISIRs for system-generated transactions will be sent to schools in a separate electronic message class.

### *FAA Adjustment Flag*

This flag indicates that a transaction resulted from a professional judgement adjustment requested by a FAA.

| | |
|---|---|
| Blank | No adjustment processed |
| 1 (Y) | FAA adjustment processed |
| 2 (F) | FAA adjustment attempted but failed |

When a FAA uses professional judgement to change a data item on a SAR or ISIR, only the school that made the change will receive the new ISIR transaction.

### *Transaction Receipt Date*

The date appearing in this position is the date that the FAFSA processor or the CPS received the input information that generated the transaction. The receipt date for the first application will be a fixed date; the transaction receipt date, however, will change each time a new transaction is generated. For example, a student sends in a Renewal Application that is received by the FAFSA processor on March 13, 2003. This first transaction SAR and ISIR would have an Application Receipt Date and a Transaction Receipt Date of March 13, 2003. If the student then mails in a SAR with corrections and it is received on April 17; the 02 transaction would show an Application Receipt Date of March 13, 2003 and a Transaction Receipt Date of April 17, 2003.

### *Reprocessing Code*

This code provides information about batches of records that are reprocessed by the CPS for any reason. When the SYS GEN flag is set to "Z," this position will contain a two-digit number, beginning with "01" and incrementing each time a group of records is reprocessed. Check the IFAP Web site at **ifap.ed.gov** for announcements that will define the reason associated with a particular two-digit number.

### *Processed Record Type*

This code distinguishes an application from a correction that was made to a prior or existing transaction.

| | |
|---|---|
| Blank | Original Application (from any source) |
| C | Correction Application |
| H | Correction (from any source) or Duplicate |

### *Early Analysis Flag*

Using FAFSA on the Web or Spanish FAFSA on the Web, a student may indicate that he or she is applying for early admission for the 2004–2005 school year. The software sets a flag on the student's record that appears in the FAA information area. The early analysis indicator will appear on the SAR and the ISIR, but not on the SAR Information Acknowledgement. Please note that the early analysis flag does not invalidate the SAR—it simply notifies the school that a student checked the early analysis box on a FAFSA on the Web application. If the student actually enrolls for the 2003–2004 school year, the early analysis record may be used for that school year. The early analysis flag may be corrected to blank using EDExpress.

| | |
|---|---|
| Blank | Not an early analysis student |
| Y | Student indicated early analysis on FAFSA on the Web or Spanish FAFSA on the Web |

### *Rejects Met*

Up to seven reject reason codes can be printed in this position. Refer to Appendix A for the reject reason codes and the comment numbers associated with certain types of rejects.

### *Dependency Override*

This flag identifies a record that resulted from an application or correction on which a FAA made a dependency override request. Initial applications allow overrides to be made in one direction only: from dependent to independent. EDExpress allows a FAA to cancel a previous override.

| | |
|---|---|
| Blank | No Dependency override |
| 1 (Y) | FAA override from dependent to independent |
| 2 (N) | Dependency override cancelled |
| 3 (F) | FAA override attempted but failed |

When a FAA performs a dependency override, only the school that submitted the override will receive the new ISIR transaction.

### *Duplicate Request*

This flag indicates if this transaction is a result of a duplicate request.

| | |
|---|---|
| Blank | Not a duplicate SAR |
| D | Requested as a duplicate copy |

### *Correction # Applied To*

This field only applies to transactions greater than 01 and indicates which prior transaction the correction was applied against. For example, if you are looking at an 03 transaction and the Correction # Applied To field is 02, that means that corrections were made against the 02 transaction to create the 03 transaction.

### *Application Receipt Date*

This date shows the date the paper application was received by the FAFSA processor, or the date an electronic FAFSA transmission was received by the school in EDExpress or entered by the applicant in one of the electronic products.

### *Input Record Type*

This identifies the type of input that produced the transaction.

| | |
|---|---|
| Blank | Original Application (paper or electronic for both English and Spanish) |
| C | Correction Application |
| D | Duplicate Request |
| H | Correction (paper or electronic) |
| Q | EDExpress Quick Correction |
| R | Renewal FAFSA on the Web or Paper Renewal FAFSA |
| S | Web Signature Pages |
| V | EDExpress Verification Corrections |

### *Paid EFC Type*

This identifies which EFC, primary or secondary, was placed in Paid EFC.

| | |
|---|---|
| P | Primary |
| S | Secondary |

### *Pell Eligible Flag*

This flag alerts schools to an applicant's Pell Grant eligibility status. A "Y" confirms that a student's EFC and undergraduate status makes him or her eligible for a Pell Grant, and that the record has been included in the payment system database.

| | |
|---|---|
| Blank | Not eligible for a Pell Grant |
| Y | Eligible for a Pell Grant |

If a student who is an undergraduate incorrectly reported on the FAFSA that he or she will be a graduate student or has a bachelor's degree, this information **must** be corrected. Otherwise, he or she will be considered ineligible for a Pell Grant and the school will be unable to receive Pell funds for that student.

### *Primary and Secondary EFCs/Alternate EFCs*

The ISIR FAA Information section contains the headings "Months," "Primary EFC," and "Secondary EFC." If both a Primary and a Secondary EFC appear, it means the student qualified for the Simplified Needs Test (SNT) but also provided information about assets. Two calculations were performed, producing the Primary EFC (asset information was not included in the calculation) and the Secondary EFC (asset information was included in a full-data calculation). If only a Primary EFC appears, it means either 1) the student did not meet the Simplified Needs Test criteria and only the full-data calculation was done, or 2) the student met the SNT criteria and provided no asset information, or provided incomplete or inconsistent asset information and only one calculation could be performed.

The figures printed for each of the twelve months represent alternate EFCs that an FAA must use to award aid—other than Federal Pell Grants—for an academic year that is less than or greater than nine months. For a dependent student, the alternate EFCs are calculated by the CPS according to a formula prescribed in the law. For the independent student, the CPS calculates a simple proration of the EFC by month for less than nine-month enrollment.

If a student meets the automatic zero criteria, the CPS will not calculate an alternate EFC. For further information, please refer to the "EFC Formula Information" section of the *FSA Handbook*, located at **ifap.ed.gov**.

### *Intermediate Values*

These abbreviations represent the intermediate steps used in calculating the EFC. They show the separate components of the need analysis formula, such as the "employment expense allowance" or "parents' contribution from assets." These components are defined in the law. The values can be useful to FAAs in doing recalculations or in making professional judgement adjustments to data items.

The intermediate values are identified as follows:

| | |
|---|---|
| TI | Total Income |
| ATI | Allowances Against Total Income |
| STX | State and Other Tax Allowance |
| EA | Employment Allowance |
| IPA | Income Protection Allowance |
| AI | Available Income |
| CAI | Contribution from Available Income (Independent Student) |
| DNW | Discretionary Net Worth |
| NW | Net Worth |
| APA | Education Savings and Asset Protection Allowance |
| PCA | Parents' Contribution from Assets |
| AAI | Adjusted Available Income |
| TSC | Total Student's Contribution |
| TPC | Total Parents' Contribution |
| PC | Parents' Contribution |
| STI | Student's Total Income |
| SATI | Student's Allowance Against Total Income |
| SIC | Dependent Student's Income Contribution |
| SDNW | Student's Discretionary Net Worth |
| SCA | Dependent Student's Contribution from Assets |
| FTI | FISAP Total Income |

More information on the need analysis formula and methodology for calculating the EFC is available in the 2003–2004 *FSA Handbook: Student Eligibility*.

### *Auto Zero EFC Flag*

An applicant who meets certain tax filing and income criteria will qualify automatically for an expected family contribution (EFC) figure of "0." When these criteria are met, the CPS assigns a "0" EFC and does not perform a full calculation except for Total Income, Student's Total Income, and FISAP Total Income. Only these three intermediate values will appear in the FAA Information section.

| | |
|---|---|
| Blank | Does not meet criteria |
| Y | Student meets automatic zero EFC criteria |

### *EFC Change Flag*

This flag indicates whether the EFC has increased or decreased between a correction transaction and the transaction to which the correction was applied.

| | |
|---|---|
| 1 | EFC increased |
| 2 | EFC decreased |
| Blank | No change |

### *SNT Flag*

This flag gives information about the Simplified Needs Test (SNT), which excludes asset information from the EFC calculation. It is performed if an applicant meets certain criteria for tax filing status and income level.

| | |
|---|---|
| Y | SNT was met |
| N | SNT was not met or could not be determined |

### *Duplicate SSN Flag*

This flag is set to Yes if another record was found on the CPS database with the same SSN but a different last name.

### *Subsequent App Flag*

This flag indicates a transaction that resulted when a second, or subsequent, application for the same student was processed. Except for address, telephone number, e-mail address, and school choices, the data on the SAR or ISIR generated by a subsequent application will be the same data the student submitted on the previous application. If a different address, telephone number, e-mail address or school choices are provided, the new information will appear in these fields on the new transaction.

| | |
|---|---|
| Blank | Not a subsequent application |
| Y | Second or later application |

### *Match Flags*

These alpha or numeric codes show the results of matching the applicant record with databases containing information that can affect eligibility. A detailed discussion about the flags or codes that will appear in the FAA Information section for the SSN Match Flag, SSA Citizenship Code, INS Match Flag, Selective Service Match Flag, NSLDS Match Flag, VA Match Flag, INS Secondary Confirmation Match Flag, Selective Service Registration Flag, and NSLDS Database Results Flag can be found in Appendix B.

### *INS Verification Number*

The INS Verification Number also appears under the "Match Flags" heading of FAA Information. This is a 15-digit confirmation number that the INS returns when a match was conducted. The FAA must use this number when secondary confirmation is necessary.

### *NSLDS Transaction Number*

The NSLDS Transaction Number appears at the end of the match flag section. The NSLDS Trans Number is the number of the last transaction on which the student's NSLDS data changed as a signal to the FAA to review the NSLDS information on a particular transaction.

### *NSLDS Database Results Flag*

The NSLDS Database Results Flag is also at the end of the match flag section. Each record sent to NSLDS will be returned with an NSLDS Results Flag set to one of the following values:

Blank = Record not sent to NSLDS and all NSLDS fields will be blank

1 = Match was found and NSLDS data sent to CPS

2 = SSN match but name or DOB did not match

3 = No match found

4 = Match was found but no NSLDS data sent to CPS

5 = Real-time transaction not sent to NSLDS

### *Comment Codes*

The last line in the FAA information section shows the codes for comments generated on the record that are important to the FAA. Standard comments to the student are not included here. FAAs can review the comment codes and not have to read every comment provided on the SAR to find information that may require FAA action. Up to 20 comment codes may be printed.

The EDExpress software allows comment text to be printed, if desired. All comment codes and text used in 2003–2004 are provided on both the U.S. Department of Education's Student Financial Assistance Download (FSAdownload) Web site located at **FSAdownload.ed.gov** and the IFAP Web site at **ifap.ed.gov**.

## NSLDS Financial Aid History

### *Flags (Upper Section)*

With the exception of Discharged loan code, the flags at the top of the Financial Aid History page will display a value of either "Y" for Yes or "N" for No.

### *Overpayment Flag*

The Overpayment flag may also display a value of "S" when satisfactory repayment arrangements have been made. The Contact field for each Overpayment flag will display a school code (OPEID), ED Debt Collection Service Region code, N/A (when no overpayments exists), or "Access NSLDS" if there is more than one overpayment for a specific aid type (Pell, FSEOG, Perkins).

### *Discharged Loan Flag*

New for 2003-2004, the Discharged loan flag reflects the status of any loan discharged due to disability or death. If this flag is present, the "C" flag is set on the SAR/ISIR and a comment will be given. This field has been expanded to include additional codes. New values have been defined for 2003-2004 as follows:

D = Death

R = Reaffirm

C = Conditional discharge

P = Permanent discharge

M = Multiple codes

N = None

### *Defaulted Loans Flag*

The Defaulted Loans flag will be set when any loans exist in a defaulted status. Appendix C includes a chart for 2003-2004 loan status codes and eligibility.

### *Loan Satisfactory Repayment Arrangements Flag*

The Loan Satisfactory Repayment Arrangements flag reflects the status of loans with a "DX" or "XD" (Defaulted, satisfactory arrangements made including six consecutive monthly payments). If this flag is set to "Y," a comment will be included on the ISIR informing the school of that status, but no "C" flag will be set.

### *Postscreening Reason Codes*

In the past, only one Postscreening Reason Code was included on the ISIR. Beginning with 2003-2004, a postscreened record can have up to 3 different codes sent on the same ISIR. Postscreening reason codes now include 3 additional codes: Reasons 11, 12, and 13. Codes 01-10 and 99 remain the same.

### *NSLDS Postscreening*

For 2003–2004, we have expanded our postscreening codes and will now list up to three postscreening codes, which helps schools identify any student whose eligibility for federal student aid may have changed subsequent to the last time a SAR/ISIR transaction was produced. To find cases where a student's eligibility status has changed, NSLDS will scan its database on a weekly basis.

The three new postscreening codes that have been added are:

| | |
|---|---|
| 11 | Applicant no longer exceeds Subsidized aggregate loan limit |
| 12 | Applicant no longer exceeds combined loan limit |
| 13 | Change in disability status between Conditional and Permanent or vice versa |

Codes 1-10, 99, and Blank have not changed, and are listed below:

| | |
|---|---|
| Blank | Not an NSLDS postscreening transaction |
| 01 | The student entered default on a Title IV loan that was previously not in default |
| 02 | Became obligated for a new overpayment of a Title IV grant or loan |
| 03 | Cleared a previously reported Default of a Title IV loan |
| 04 | Cleared an Overpayment obligation of a previously reported Title IV grant or loan |
| 05 | Master Promissory Note status change |
| 06 | A loan was discharged |
| 07 | A loan went out of discharged status |
| 08 | Student has a loan for a closed school |
| 09 | Student has exceeded Subsidized loan limit |
| 10 | Student has exceeded combined loan limit |
| 99 | The "Other" category |

When any of these situations occur, the CPS system generates a new SAR/ISIR transaction that includes, as part of the NSLDS Financial Aid History section, the changed information. (Students who are eligible, will receive an electronic SAR e-mail instead of a paper SAR for system-generated transactions.) These transactions include a "system-generated" flag of "N" (for "NSLDS") and a special SAR/ISIR comment (comment 004) that informs the student and the school that a change in NSLDS is being reported that may affect the student's eligibility for Title IV aid. A separate message class is used for system-generated ISIRs, including those produced as a result of NSLDS postscreening. Postscreening Reason Codes are included in the top section of the Financial Aid History page. If the transaction is system generated as a result of postscreening, a numeric value is displayed in this field. Values 01–13 correspond to the situations described above, and a code of 99 is used for any other data changes that generate the transaction. Schools must act on the updated information they receive regarding a change in a student's eligibility for Title IV aid and must ensure that a student remains eligible for payment; otherwise, the school will be liable for improperly disbursed funds.

Please note that the status changes reported on a 2003–2004 ISIR may have a bearing on eligibility for payments to the student during the 2002–2003 award year.

If the school has already disbursed funds to a student who is found ineligible, the school must contact the student to arrange for repayment. If the student has received an FFEL loan, the school must notify the lender. If the student has received a Federal Direct Loan, the school must notify the Direct Loan servicer.

For additional discussion of NSLDS information and applicable school requirements, please refer to the following documents:

- *2002-2003 Federal Student Aid Handbook,* Volume 1—FSA Handbook: Student Eligibility, Chapter 3—NSLDS Financial Aid History, located at: **http://www.ifap.ed.gov/sfahandbooks/attachments/0203Vol1Ch3.pdf**

- *The 2002-2003 Student Loan Guide*, Chapter 4—Cancellation (Discharge) in Detail, located at: **http://www.ifap.ed.gov/sfahandbooks/attachments/0203SLGCh4Cancellation.pdf**

- *The 2002-2003 Student Loan Guide*, Chapter 5—Default Issues in Detail, located at: **http://ifap.ed.gov/sfahandbooks/attachments/0203SLGCh5Default.pdf**

- *Dear Colleague Letter* GEN-96-13, located at: **http://ifap.ed.gov/dpcletters/doc0501_bodyoftext.htm**

- *Dear Colleague Letter* GEN-98-6, located at: **http://ifap.ed.gov/dpcletters/doc0350_bodyoftext.htm**

### *Aggregate Amounts for FFEL/Direct Loans and Perkins Loan Section*

This section includes information on Subsidized Loans, Unsubsidized Loans, and Combined Loans fields that reflects the total amount of subsidized and unsubsidized loans the student has borrowed.

NSLDS receives the subsidized and unsubsidized breakdown of a Direct Consolidation Loan and then allocates it appropriately in the subsidized, unsubsidized, and combined aggregate amounts. Because NSLDS does not receive similar breakdowns for FFEL Consolidated Loans, it has developed an algorithm to determine these amounts. For purposes of calculating aggregates for Prescreening and Postscreening, NSLDS assumes that the total outstanding balance of an FFEL Consolidation Loan consists of the same ratio of subsidized and unsubsidized loans as was the sum of the original underlying loans. If NSLDS cannot identify the underlying loans for an FFEL Consolidation Loan, NSLDS will count the entire FFEL Consolidation Loan in the subsidized aggregate balance. In this instance, schools will then need to calculate the actual breakdown of the FFEL Consolidation Loan to determine whether the student has actually exceeded his or her aggregate limits.

The Outstanding Principal Balance and Current Year Loan Amount for Perkins Loans are included in this section. For all Direct Loans and FFEL loans in an out-of-school status or where the loan period end date plus 90 days has passed, the Aggregate Outstanding Principal Balance amount is determined by comparing the Net Loan Amount, Disbursed Amount, and Outstanding Principal Balance.

If all three of these are greater than zero, use the one with the lowest value. If any one of these is equal to zero, do not use zero in the formula; use the lesser of the other two values.

For FFEL loans in an in-school or in-grace status originated up to 90 days after the loan end period date, the Aggregate Outstanding Principal Balance amount is determined.

as follows. If either Outstanding Principal Balance or Disbursed Amount is greater than zero, use the one with greater value, but do not exceed the net loan amount. If both are equal to zero, use zero. These are usually loans guaranteed/approved but not disbursed. Aggregate Outstanding Principal Balance formulas for Direct Loans have not changed.

For Direct Loans in an in-school status and originated up to 90 days after the loan end period date, Pending Disbursements are calculated by subtracting Total Disbursed from the Net Loan amount. For FFEL loans in an in-school status and up to 90 days after the loan end period date, Pending Disbursements are calculated by subtracting the Aggregate Outstanding Principal Balance from the Net Loan amount. If the Aggregate Outstanding Principal Balance is *greater* than the Net Loan amount, zero is used. Pending Disbursements are not calculated for any Direct or FFEL loan in an out-of-school status or after the loan period end date plus 90 days.

### *Pell Payment Data Section*

Pell Grant data shows current award year (2003–2004) payment information as reported by schools to Common Origination and Disbursement (COD). Information for up to three schools is displayed. This information includes the following: (Attending) School Code, Transaction Number, Scheduled Award Amount, Award Amount, Disbursed Amount, Percent Scheduled Used, As Of (the disbursement date), Pell Verification Flag, and EFC. A message instructing the school to access NSLDS for additional Pell Grant data will display when the student has more than three payment records for the award year. The field Remaining Amount To Be Paid was removed.

### *Loan Detail Section*

The information appearing for each loan in the Loan Detail section is as follows: Loan Type, Net Loan Amount, Loan Begin Date, Loan End Date, GA Code, School Code, Grade Level, Contact, Contact Type, Additional Unsubsidized Loans, Loan Type, Capitalized Interest, Date of Last Disbursement, Amount of Last Disbursement, Current Status Code, Current Loan Status Date, Outstanding Principal Balance, and Outstanding Principal Balance Date. If there is no information to report, "N/A" is displayed. If a loan is in default, the loan status code is in bold on the SAR. Flags for Additional Unsubsidized Loans and Capitalized Interest may also display for a loan record. For Direct Loan, when an additional Unsubsidized Loan has been awarded, one of the following reason codes will display: P = PLUS loan denial, H = Health Profession, B = both, or N = neither. Capitalized interest will show as either "Yes" or "No."

The Loan Detail section continues to display up to six open loans (including Perkins Loans). The loans are chosen with regard to their current loan status. Defaulted loans will appear first, followed by discharged loans. Other loans will follow, sorted by "Loan Begin Date." If there are more than six loans on the database, a message to "Access NSLDS" for additional information will be displayed. The Web site, **www.nsldsfap.ed.gov**, will display this loan information.

A "Contact Type" is included for each loan. The contents of the Contact Type field will be "SCH" for School, "LEN" for Lender, "DLS" for Direct Loan Servicer, "EDR" for ED Region, "GA" for Guaranty Agency, or "N/A" for not applicable. Information about whom to contact for each loan in a default status will be included in the comment text.

### *MPN Information Section*

"MPN Information" is located at the end of the Loan Detail section. The Direct Loan Subsidized/Unsubsidized MPN will identify whether a student has a Master Promissory Note for Subsidized and/or Unsubsidized Direct Loans on file at COD. A new MPN identifier is added for the 2003-2004 year called the Direct Loan PLUS MPN. It will identify if there is an MPN on file at COD for PLUS loans. Both MPN indicators will identify the MPN as Active, Inactive, Closed, Unavailable, or None.

## Additional ISIR Data

In addition to the information described above that is printed on the hardcopy ISIR, we will explain two ISIR fields not printed on the EDExpress ISIR: Field Correction flags and FAFSA Data Verify Flags.

### *Field Correction Flags*

The ISIR record contains a Correction Flag for each field on the FAFSA/SAR. These flags are set to a value of 0 if the field has never been corrected. The flag is set to a value of 1 if the field is corrected on the current transaction. A value of 2 indicates that the field was corrected on a previous transaction. These fields can be used to identify either the fields that were corrected on an individual transaction, or all fields that have ever been corrected by an applicant.

### *FAFSA Data Verify Flags*

New for 2003–2004, FAFSA Data Verify Flags are found on the ISIR record (positions 702 through 821). Each FAFSA Data Verify flag byte corresponds to a specific SAR field and indicates fields corrected to the same value on the transaction being corrected.

If a field was verified as the same data as the transaction being corrected, the FAFSA Data Verify flag will contain a value of 1. A value of 0 signifies that this field was not corrected to the same value and a 2 means the CPS has asked that the field be verified.

These flags were added by request of Third-party Servicers to assist them when doing correction edits.

# III. CORRECTIONS AND UPDATES

The first steps in the application process are sending a student's application information into the Central Processing System (CPS) and receiving that student's processed application data back from the system. When data must be updated, under the limited circumstances allowed by regulation, or must be corrected, additional steps are required.

In EDExpress or FAA Access to CPS Online, changes (corrections or updating) can be made to any student's record regardless of whether it originally entered the system as a paper or an electronic application. Both updates and corrections are referred to as correction transactions. The electronic correction process requires that the school that inputs the new information maintain signed correction documentation.

Documentation can be a paper SAR or other documents such as tax returns, a verification worksheet, or a change-of-address form. The FAA enters the changes on the EDExpress FAA Access to CPS Online screen, transmits them to the CPS, and receives an ISIR containing the new processed data. In this situation, when the input is electronic, the student receives a SAR Information Acknowledgement.

The SAR is a vehicle for corrections in the paper system, or for students who file using FAFSA on the Web, Spanish FAFSA on the Web, or Corrections on the Web and (1) are rejected for lack of signatures, and (2) do not have a SSN Matching Flag of 4. Students may use the SAR to correct and update their application information, and mail the SAR to the FAFSA processor for data entry.

All other students receive either a SAR Acknowledgement or an electronic SAR e-mail. Using their PIN, these students should make their corrections electronically through Corrections on the Web.

After the corrections are processed, the student receives a new SAR if the corrections were made using a paper SAR, or a SAR Information Acknowledgement or an electronic SAR e-mail if the corrections were made using Corrections on the Web. In all cases, the school receives an ISIR.

As mentioned previously, when corrections need to be made to data reported on the SAR Information Acknowledgement, the student may have corrections transmitted electronically through EDExpress at a school, FAA Access to CPS Online at the school. Alternately, the student may request a duplicate SAR and send corrections or updates to the FAFSA processor using the SAR, or the student may make the corrections using Corrections on the Web.

## SAR Corrections

The "YOU TOLD US" column on the SAR shows a shortened version of each numbered item that corresponds to a question on the FAFSA, and has printed beneath it the student's response to that question. The second column, "WRITE IN INFORMATION FOR NEW OR CORRECTED ITEMS ONLY" has boxes and ovals that resemble the answer fields on the FAFSA, and allows the student to indicate or write in a corrected answer, if necessary.

Items that are highlighted (printed in boldface type) require special attention. Highlighting means the CPS identified the responses as questionable or inconsistent with other answers. The CPS may assume answers to certain questions by comparing them with other information on the application. Answers might be assumed when the question was left blank, or a positive number might be assumed when the answer to an income question was given as a negative number.

When the CPS assumes an answer, both the value reported by the applicant and the assumed value are printed on the SAR. The word "ASSUMED" will appear in parentheses with the assumed value. Assumed values are used by the CPS in performing the calculation and should always be reviewed carefully. If the assumed values are correct, the student does not need to change them on the SAR.

Fields that show assumed values or that trigger certain edits are identified on the ISIR. The fields will have an "h" printed next to the questioned item and the assumed items are designated with an asterisk (i.e., *). The student can always correct other items, if necessary, whether or not they are highlighted.

If the record has been rejected, an arrow will print in the "YOU TOLD US" column pointing to the response field for the questioned item. This indicates that the student must provide a new answer because the original response was blank or illegible, and the item is necessary to perform an EFC calculation. The student may also correct other items, if necessary, even if they are not highlighted.

At the top of the SAR are instructions to the student explaining the meaning of the arrows, and the proper way to verify an answer, fill in an oval, or to delete an answer. To verify a previously reported answer, the student must rewrite the same value in the answer fields and return the SAR.

Sometimes students are caught in a reject "loop" because they don't respond to all of the highlighted and arrowed items to turn off the reject, or because they provide new information that the edit check still considers to be inconsistent or questionable.

## Parent Information for Independent Students

The SARs for dependent students and for independent students contain exactly the same sections and numbered items as the FAFSA. Parent information will be printed in the parent section for an independent student if the student provided it on the FAFSA, although the EFC calculation will not include parent data. Students in certain health profession programs are advised that they may have to provide parental data, because the data are required by many health profession schools to award Title VII aid. Parental data provided by independent students will not be subject to any edits, but the data will appear on the SAR and on ISIRs and be carried forward on all transactions.

Parental data are always required for dependent students and will be edited and used in the EFC calculation.

## Signatures for SAR Corrections

On the last page of the SAR, a message in the left column shows the address where SAR corrections should be mailed.

In the right column of the same page, the student is asked to certify that any corrections made on the SAR are accurate and complete. The student must sign this statement. For a dependent student, one parent must also sign.

## Reject 16 SARs—Signatures and Certifications

SARs with Reject 16 are mailed to students who submitted their applications via FAFSA on the Web or Spanish FAFSA on the Web, but did *not* follow up with a signed Signature/Certification Page, or the page was incomplete and could not be processed. If the record indicates that a printer was not available to the student, the CPS processes the application immediately and mails a Reject 16 SAR. If the record indicates that a printer was available, the CPS holds the transmission for up to 14 calendar days while waiting for a Signature Page. If a signature is not received in 14 days, the CPS processes the record and sends a Reject 16 SAR. A Reject 16 SAR will not have a calculated EFC and will contain the full Certification Statement that appears on the FAFSA.

To receive an EFC calculation, the student must sign the SAR and return it to the FAFSA processor's address indicated on the SAR. The student can also make other corrections to the Reject 16 SAR at the same time, if necessary. By signing and returning the certification statement along with the application data, the student completes the application process.

Note that Reject 16 may appear with other rejects or highlighted data requiring correction or verification.

A student who has a PIN may also sign his or her record electronically on the Web as well as make other corrections using Corrections on the Web. As another option, schools may obtain the necessary documentation and submit the student signature using the EDExpress software.

## Reject 15 SARs—Renewal FAFSA on the Web

As explained in 2003–2004 Renewal Application Data (RAD) Process Guide, students who receive a paper Renewal FAFSA from the Department may be able to apply using Renewal FAFSA on the Web. A student must reside at the address that is currently in the applicant database to request a PIN at the Department's Web site: **www.pin.ed.gov**. With the PIN, a student may access his or her 2002–2003 application information, respond to the required Renewal FAFSA questions, update or correct any of the previous information, and transmit the 2003–2004 Renewal Application over the Web.

For an independent student, the PIN serves as signature and certification, eliminating the need to print and mail a signature page to complete the application process. For a dependent student, the PIN serves as the student's signature and certification, but the parents must also provide a parent's signature, either on a Signature Page or electronically with a PIN, to complete the process.

If a printer is available, the dependent student may print out a Signature Page, obtain the parent's signature, and mail it to the processor. The transmitted application is held up to 14 days while waiting for a Signature Page. If a signature is not received in 14 days, the CPS processes the record and sends a Reject 15 SAR (Reject 15 is used when the parent signature is required, but missing from an application or SAR). The dependent student's parent must sign and return the Reject 15 SAR to complete the process for Renewal FAFSA on the Web.

If a printer is not available, the student will indicate this on the electronic transmission. The CPS will process the record immediately and send a Reject 15 SAR.

## Reject 14 SARs

SARs with Reject 14 will be mailed to students who submitted paper FAFSAs or SARs without a student signature or if it was sent to the FAFSA Processor before the January 2, system start up date. To receive an EFC calculation, the student must sign the SAR and return it to the FAFSA processor's address indicated on the SAR. The student can also make other corrections to the Reject 14 SAR at the same time, if necessary. By signing and returning the certification statement along with the application data, the student completes the application process.

Note that Reject 14 may appear with other rejects or highlighted data requiring correction or verification.

A student who has a PIN may sign his or her record electronically on the Web as well as make other corrections using Corrections on the Web. As another option, schools may obtain the necessary documentation and submit the student signature using the EDExpress software.

## School Code Corrections

There are a number of ways students can correct the school codes listed on their record to replace, add, or remove additional schools. On the SAR, the student can correct any of the six school code fields and the new code will be added in the position in which it was entered on the SAR. If the student chooses a position that already has a school code in it, the previous code will be replaced by the new school code. The school with the previous code that was removed will not receive ISIRs for the student. The same results will occur if the school correction is made using EDExpress or if the student makes the request over the telephone through the Federal Student Aid Information Center. However, if the correction is made using EDExpress, the processing system will not process a change that will eliminate the school that transmitted the correction from the student's record.

If the student makes a school code change by writing a letter and sending it to the FAFSA processor, only the schools listed on the letter will appear on the resulting SAR/ISIR. All of the previous schools will be deleted.

# APPENDIX A
# 2003–2004 REJECT CODES AND REJECT REASONS

***Reject Reason Codes***

Reject reason codes can be either alpha or numeric. Alpha codes indicate reject reasons that are verifiable—that is, the student can verify the questionable data by re-entering the same value, or can correct it to a different value. Numeric codes are not verifiable; the questioned data must be changed or provided. In all reject situations, the questioned information is highlighted on the SAR and an EFC is not calculated.

A "verify" action on the SAR will override a CPS edit. For example, if a student reports an exceptionally large number of family members, e.g., 20, the student's application will get Reject W. The student can verify the information by correcting the item to the same value and Reject W will not be triggered again.

However, if instead of verifying that 20 in the family is correct, the student changes 20 to 21, the corrected data will be subject to the same edits and will hit Reject W again.

In EDExpress, an FAA can override some verifiable rejects before transmitting the student's data to the CPS if the FAA knows that the reported information is correct. In FAFSA on the Web, the student can also override the reject by verifying the information they have entered.

Reject codes and reasons, and their associated SAR comment codes, are listed here. If a student is rejected for more than one reason, the reject codes will appear in the FAA Information Box in priority order. The resolution for a rejected SAR is always the responsibility of the student, not the institution, and the SAR comment generated by the reject explains what action the student must take.

# Table of Reject Codes and How to Respond to Each

| Reject Code | Reject Reason | Action | Comment Code |
|---|---|---|---|
| A | Date of birth year equals 1900 through 1928. | Verify or correct the Date of Birth. | 069 |
| B | Independent student and date of birth equals 09/01/87 or greater, and date of birth is not equal to or greater than current year. | Verify or correct the Date of Birth. | 072 |
| C | Taxes paid is greater than zero and greater than or equal to 40% of the AGI, but not equal to or greater than AGI. | Verify or correct Taxes paid. | 154, 155 |
| D | Dependent student and father's/stepfather's SSN is not in a valid range. | Verify or correct the father's/stepfather's SSN. | 166 |
| E | Dependent student and mother's/stepmother's SSN is not in a valid range. | Verify or correct the mother's/stepmother's SSN. | 167 |
| N | Missing first or last name. | Verify or correct the student's last name or first name. | 080 |
| P | Invalid SSN range. | Verify or correct the student's current SSN. | 023 |
| R | Social Security Match but no date of birth match. | Verify or correct the student's date of birth or contact the Social Security Administration for further assistance. | 060 |
| W | Questionable number of family members, greater than 15. | If the student is dependent, verify or correct Parents' Number of Family Members.<br><br>If the student is independent, verify or correct Student's Number of Family Members. | 178, 179 |

## Table of Reject Codes and How to Respond to Each (Continued)

| Reject Code | Reject Reason | Action | Comment Code |
|---|---|---|---|
| 1 | Simplified needs test is not met and all asset data are blank. | If the student is dependent, provide the following: Parents' Cash, Savings, and Checking; Parents' Real Estate/Investment Net Worth and Parents' Business/Investment Farm Net Worth.<br>If the student is independent, provide the following:<br>Student's Cash, Savings and Checking; Student's Real Estate/Investment Net Worth and Student's Business/Investment Farm Net Worth. | 150, 151 |
| 2 | Incomplete FAFSA or Renewal FAFSA. | If the student is dependent, provide Parents' Taxed and Untaxed Income.<br><br>If the student is independent, provide Student and Spouse (if married) Taxed and Untaxed Income. | 129, 130 |
| 5 | Missing or invalid Date of Birth. | Correct the Date of Birth. | 018 |
| 8 | SSN match with Date of Death. | Contact FSA Customer Service at 800/433-7327. The Social Security Number (SSN) on this transaction belongs to a deceased person according to the Social Security Administration. | 145 |
| 9 | Dependent student and both Father's/Stepfather's and Mother's/Stepmother's SSN are blank. | Review and supply Father's/Stepfather's and/or Mother's/Stepmother's SSN. | 049 |
| 10 | Missing marital status and number of family members. | If the student is dependent, review and correct Parents' Marital Status and Parents' Number of Family Members.<br><br>If the student is independent, review and correct Student's Marital Status and Student's Number of Family Members. | 168, 169 |

## Table of Reject Codes and How to Respond to Each (Continued)

| Reject Code | Reject Reason | Action | Comment Code |
|---|---|---|---|
| 11 | Marital Status inconsistent with reported incomes. | If the student is dependent, review and correct Parents' Marital Status plus Father's/Stepfather's Income From Work and Mother's/Stepmother's Income From Work.<br><br>If the student is independent, review and correct Student's Marital Status plus Student's Income Earned From Work and Spouse's Income Earned From Work. | 089, 099 |
| 12 | Taxes paid is greater than or equal to the AGI. | Correct Taxes paid or AGI. | 111, 114 |
| 13 | Missing Name. | Provide the following:<br>Student's Last Name and/or Student's First Name. | 082 |
| 14 | Missing student signature on paper FAFSA or SAR. | Signature correction must be made on a printed Student Aid Report certification page and resubmitted to the FAFSA Processor or may be corrected electronically. | 160 |
| 15 | Missing parent signature on FAFSA or SAR. | Signature correction must be made on a printed Student Aid Report certification page and resubmitted to the FAFSA Processor or may be corrected electronically. | 108 |
| 16 | Missing student signature on FAFSA on the Web, Renewal FAFSA on the Web Application, or an electronic application. | Signature correction must be made on a printed Student Aid Report certification page and resubmitted to the FAFSA Processor or corrected electronically. | 110 |
| 17 | Unknown citizenship status or student is not an U.S. citizen or eligible non-citizen. | Review and verify or correct Citizenship Status. | 068 |
| 18 | SSN not on Social Security Administration's database. | Correct the Social Security Number, or contact FSA Customer Service at 800/433-7327 for further assistance. | 024, ~~062~~ |
| 19 | An EFC cannot be calculated because the Department of Education has placed a 'hold' on the student. | Student needs to call 202-377-3243 to resolve comment 009. | 009 |

# APPENDIX B
# 2003–2004 DATABASE MATCHES AND MATCH FLAGS

As we did in 2002–2003, we are providing an expanded chart to show match flags for all the matches, the reasons associated with these match results, the number and text of the SAR/ISIR comment that is triggered, and information on what action the institution needs to take when resolution of a match problem is required.

For the NSLDS match, we have also shown the relationship between the NSLDS Match Flag and the NSLDS Results Flag.

## How to Use the Chart

The information is provided for you to use as a quick reference. The *FSA Handbook: Student Eligibility* contains more detailed information about student eligibility and the action needed to resolve discrepancies found in the data matches.

A flag of "C" is an indicator that institutional resolution is required. The "C" flag will be printed on the SAR next to the EFC if any of the conditions described in the chart are met.

**Note:** Some of these data match results will generate a rejected record. Comments associated with a match results reject do not generate a SAR "C" code. However, a SAR "C" code could possibly be generated by another match result comment and will be printed on SARs rejected for other than match results reasons. An EFC is not provided on any rejected records.

An asterisk (*) in the "Match Flag" column of this chart indicates that a match flag value is not generated for cases that were not/could not be sent to the matching agency.

## Selective Service Match

| SAR C code / Reject | Match Flag | Reason for Comment / Results | Comment Number / Text | Action Needed |
|---|---|---|---|---|
| | Y | Match conducted.<br><br>Applicant's registration status confirmed by Selective Service. | No comment | No resolution required. |
| | T | Match conducted.<br><br>Student is within 45 days of his 18th birthday. Applicant is temporarily exempt because he is not yet 18 years old. | **026** If you want to register with Selective Service, you may answer "Yes" to both Items 27 and 28 on this SAR, complete a Selective Service registration form at your local post office, or register online at **www.sss.gov**. Selective Service will not process your registration until 30 days before your 18th birthday. | No resolution required.<br><br>An update is not required during the year. |
| C code | N | Match conducted.<br><br>Applicant not in Selective Service database. | **030** The Selective Service reported that you have not registered with them. If you are female or were born before 1960, registration is not required. Otherwise, if you have not yet registered, are male, and are 18 through 25 years of age, to receive aid you must answer "Yes" to both Items 27 and 28 on this SAR, complete a Selective Service registration form at your local post office, or register on-line at **www.sss.gov**. If you believe you have already registered or are exempt, please contact the Selective Service at 847/688-6888. | Resolution required.<br><br>In order to meet student eligibility requirements, student must:<br><br>• register with Selective Service,<br><br>• present appropriate confirmation (i.e., his Selective Service Registration Acknowledgment or his letter of registration) that he is already registered, or<br><br>• qualify for a waiver or exemption |

## Selective Service Registration

| SAR C Code / Reject | Match Flag | Reason for Comment / Results | Comment Number / Text | Action Needed |
|---|---|---|---|---|
| | Y | Registration conducted.<br><br>Forwarded name to Selective Service for registration as requested on application or SAR. | **031** We have forwarded your name to Selective Service for registration, as you requested. | No resolution required. |
| | T | Registration conducted.<br><br>Forwarded name to Selective Service for registration as requested on application or SAR. Registration will be processed by Selective Service 30 days prior to the applicant's 18th birthday. | **028** We have forwarded your name to Selective Service for registration, as you requested. They will process your registration request 30 days prior to your 18th birthday. | No resolution required. |

## Selective Service Registration (continued)

| SAR C Code / Reject | Match Flag | Reason for Comment / Results | Comment Number / Text | Action Needed |
|---|---|---|---|---|
| C code | blank* | Registration not conducted.<br><br>Applicant requested that ED send name to Selective Service for registration, but applicant is either not within age range or some information needed to register him is missing. | **033** We could not send your name to Selective Service as you requested because you did not give us enough information, you are outside the age range for registration, or you did not sign your form. If you are at least 18 but not yet 26, you may register by answering "Yes" to both Items 27 and 28 on this SAR. You must also provide information for Items 1, 2, and 9. You may also register by completing a Selective Service registration form, available at your local post office, or by registering on-line at **www.sss.gov**. If you are a male who has reached age 26, you cannot use the SAR to register. You must contact Selective Service at 847/688-6888 to resolve your registration status before you can receive federal student aid. You are exempt from registering if born before 1960. | Resolution required.<br><br>If student is between the ages of 18 and ***25*** ~~26,~~ help student make corrections to his SAR/ISIR and submit corrections for processing. If the information needed to register the student is present, student's name will be sent to Selective Service. Review subsequent SAR/ISIR for updated registration flag.<br><br>If student is over the age of 26 and has not yet registered, student must obtain documentation from Selective Service regarding his registration status. Determine if the student is exempt from registering or is eligible for a waiver of the registration requirement. If student did not register by the age of 26 and is not exempt/waived from the registration requirement, student may not be eligible for aid. |

## INS Primary Verification Match

| SAR C Code / Reject | Match Flag | Reason for Comment / Results | Comment Number / Text | Action Needed |
|---|---|---|---|---|
| | Y | Match conducted.<br><br>Applicant's non-citizen eligibility confirmed by INS. | **143** Your citizenship status has been confirmed by the Immigration and Naturalization Service (INS) and you meet the citizenship requirements for federal student aid. | No resolution required.<br><br>**Do not initiate secondary confirmation** unless there is conflicting information about the student's status or if you have reason to believe the status reported is incorrect.<br><br>The SAR/ISIR will serve as the necessary documentation to prove the student's eligible noncitizenship status. |
| C code | N | Match conducted.<br><br>INS did not confirm applicant's non-citizen eligibility. | **144** The Immigration and Naturalization Service (INS) has not yet confirmed your statement that you are an eligible noncitizen. INS will continue to check their records and we will notify you when we have received more information from them | Resolution required. See match flag on Secondary Confirmation.<br><br>INS will conduct the Secondary Confirmation process based on applicant identifier and Primary Verification information only. Next steps will depend on results from Secondary Confirmation match results. |

## INS Primary Verification Match (continued)

| SAR C Code / Reject | Match Flag | Reason for Comment / Results | Comment Number / Text | Action Needed |
|---|---|---|---|---|
| Reject 17 | blank* | Match not conducted.<br><br>Applicant did not indicate citizenship status. | **068** You did not indicate on your application that you are a U.S. citizen or an eligible non-citizen. To be eligible to receive federal student aid, a student must be<br>(1) A U.S. citizen (or U.S. National), or<br>(2) An eligible non-citizen, such as a U.S. permanent resident or a resident of certain Pacific Islands, or as determined by the Department of Education. | Resolution required.<br><br>If student failed to indicate citizenship, INS match was not conducted. However, match was still conducted with SSA to determine citizenship. If SSA Citizenship flag indicates that the student is a U.S. Citizen, record will not be rejected. No resolution is required, but student should correct Item 13 to reflect that student is U.S. Citizen/National.<br><br>If SSA does not confirm that student is a U.S. Citizen, student will receive reject 17 and resolution will be required.<br><br>If student is an eligible non-citizen, student should correct citizenship in question 13 to indicate eligible non-citizenship status AND should provide an Alien Registration Number. Student's record will then be sent to the INS match to determine if the student is an eligible non-citizen. Once the corrected SAR is returned, review the INS match flag to determine student's citizenship status. |

## INS Primary Verification Match (continued)

| SAR C Code / Reject | Match Flag | Reason for Comment / Results | Comment Number / Text | Action Needed |
|---|---|---|---|---|
| C code | blank* | Match not conducted.<br><br>Applicant changed from eligible non-citizen to citizen or changed Alien Registration Number. | **141** You changed your response to citizenship or you changed the Alien Registration Number verified with INS. You must submit proof of your citizenship status to your Financial Aid Administrator. | Resolution required.<br><br>Determine why student changed citizenship status and resolve any conflicting information. Student may need to submit proof of citizenship depending on reason for change. |
| C code | blank* | Match not conducted.<br><br>Student didn't provide Alien Registration Number or provided invalid Alien Registration Number. | **142** The Immigration and Naturalization Service (INS) could not confirm your statement that you are an eligible non-citizen because there is a question about your Alien Registration Number. You must submit proof of your noncitizen eligibility to your school. If you fail to submit proof within 30 days, or longer if your school allows, you may not be eligible for federal student aid. | Resolution required.<br><br>If student failed to provide Alien Registration Number or provided an invalid Alien Registration Number, *do not perform secondary confirmation.* Instead, help student make corrections to the SAR/ISIR and resubmit for processing. If student provides adequate information to conduct match, record will be sent back to INS for matching. Review match flags on subsequent transactions for updated match flag. |

## INS Secondary Confirmation Match

| SAR C Code / Reject | Match Flag | Reason for Comment / Results | Comment Number / Text | Action Needed |
|---|---|---|---|---|
| | P | Automated Secondary Confirmation in Progress | | Wait at least five, but no more than 15 business days for CPS system-generated ISIR with results of automated secondary confirmation.<br><br>If no response within 15 days, school must begin paper (G845S) secondary confirmation. |
| | Y | INS confirmed student is an eligible noncitizen | **120** This SAR has been produced due to information we received from the Immigration and Naturalization Service (INS) regarding your citizenship status. Your citizenship status has been confirmed by the INS and you meet the citizenship requirements for federal student aid. | No resolution required. |
| C Code | C | In Continuance | **105** This SAR has been produced due to information we received from the Immigration and Naturalization Service (INS) regarding your citizenship status. The INS has not yet confirmed your statement that you are an eligible noncitizen. You must submit proof of your noncitizen eligibility to your school. If you fail to submit proof to your school within 30 days, or longer if your school allows, you may not be eligible for federal student aid. | Resolution required.<br><br>School is encouraged, but not required, to wait ten business days for another systems generated ISIR with updated secondary confirmation match flag before beginning mandatory paper (G845S) secondary confirmation process. |

## INS Secondary Confirmation Match (continued)

| SAR C Code / Reject | Match Flag | Reason for Comment / Results | Comment Number / Text | Action Needed |
|---|---|---|---|---|
| C Code | N | INS did not confirm eligibility | **46** This SAR has been produced due to information we received from the Immigration and Naturalization Service (INS) regarding your citizenship status. The INS did not confirm your statement that you are an eligible noncitizen. You must submit proof of your noncitizen eligibility to your school. If you fail to submit proof within 30 days, or longer if your school allows, you may not be eligible for federal student aid. | Resolution required.<br><br>Must begin paper (G845S) secondary confirmation process. |
| C Code | X | INS did not confirm eligibility because additional information is needed. | **109** This SAR has been produced due to information we received from the Immigration and Naturalization Service (INS) regarding your citizenship status. The INS did not have enough information to confirm your statement that you are an eligible noncitizen. You must contact the Financial Aid Administrator at your school to find out what information is needed. If you fail to submit the required information within 30 days, or longer if your school allows, you may not be eligible for federal student aid. | Resolution required.<br><br>Must begin paper (G845S) secondary confirmation process. |

Note 1: Before school sends copies of documentation to INS, it should confirm that the student identifiers on the ISIR, especially Alien Registration Number and date of birth, are accurate. If not correct, corrections to CPS should be submitted instead of paper secondary confirmation.

Note 2: In all cases, if school does not receive a response to paper secondary confirmation request in 15 days, student is eligible for aid if documentation appears to support claim of eligible noncitizen.

## Social Security Administration's Citizenship Status

| SAR C Code / Reject | Match Flag | Reason for Comment / Results | Comment Number / Text | Action Needed |
|---|---|---|---|---|
| | A or blank | Match conducted.<br><br>SSA confirmed U.S. Citizenship status | No comment. | No resolution required. |
| C code | B, C, D, E, F, or * | Match conducted.<br><br>SSA did not confirm U.S. citizenship status. | **146** The Social Security Administration (SSA) did not confirm that you are a U.S. citizen. You need to provide your school with documentation of your citizenship status before you can receive federal student aid. | Resolution required.<br><br>If student is a U.S. Citizen, student should provide birth certificate, passport, or other documents that definitively prove citizenship. Voter registration cards are not adequate proof of citizenship since many localities do not require proof of citizenship.<br><br>If student is an eligible noncitizen, student should correct Item 13 to indicate that the student is an eligible noncitizen and Item 14 to indicate a valid Alien Registration Number.<br><br>If student already provided citizenship and alien registration number on the FAFSA or SAR, determine if student was sent to INS for matching. If student was successfully matched with the INS as being an eligible noncitizen, we will suppress comment 146 and no further resolution is necessary.<br><br>Note: A match flag of * (asterisk) generally indicates that the student was born in a foreign country to American parents that were stationed in another country (e.g., military, State Department, or Foreign Service). These students generally have a birth certificate indicating that they are U.S. Citizens that were born abroad. The Social Security Administration will not automatically update this flag and the financial aid administrator should document the information in the student's record. |

## Social Security Administration's Citizenship Status (continued)

| SAR C Code / Reject | Match Flag | Reason for Comment / Results | Comment Number / Text | Action Needed |
|---|---|---|---|---|
| | N | Match conducted.<br><br>SSA unable to verify citizenship because there was no match on SSN, name, or date of birth. | **062** The Social Security Administration could not confirm your claim of U.S. citizenship because of questions about your social security number, name, or date of birth. | Resolution required.<br><br>Help student make corrections to social security number, name, or date of birth if necessary so that the student's record can be sent back to SSA for matching. Review subsequent transactions for updated match flag.<br><br>Note that if the SSN was incorrect, the student may correct the SSN on the SAR/ISIR. If this is done, the student's original SAR ID will not change, but the current SSN reported in field 8 will be changed to reflect the corrected SSN.<br><br>Alternatively, the applicant may file a new FAFSA under the correct SSN. This FAFSA will be treated as an original application and will be sent through all of the matches as if another FAFSA was never completed. The SAR ID will be the same as the SSN reported on this application.<br><br>If the student believes the information reported on the application is correct, student should contact the Social Security Administration. Obtain documentation from the student that clearly proves that the student is either a citizen or eligible noncitizen. |

## Social Security Number Match

| SAR C Code / Reject | Match Flag | Reason for Comment / Results | Comment Number / Text | Action Needed |
|---|---|---|---|---|
| Reject 18 | 1 | Match conducted.<br><br>No match on SSN (SSN invalid). | **024** The Social Security Administration (SSA) did not confirm that the social security number you reported on your aid application is valid. If you believe that the number you reported is correct, contact the SSA. If the social security number is incorrect, you should submit a new application with the correct social security number. | Resolution required.<br><br>If the student's SSN is correct, the student must contact SSA. Once SSA corrects its records, the student may reenter the SSN and submit it as a SAR/ISIR correction. Records sent for rematching will continue to receive this match flag until SSA updates its database. Review subsequent transactions for updated match flag. If a correction is made to date of birth, SSN, first name, or last name, the record will be sent again for matching. Review subsequent transactions for updated match flag.<br><br>If the SSN is incorrect, the student may correct the SSN on the SAR/ISIR. If this is done, the *student's original SAR ID will not change*, but the current SSN reported in field 8 will be changed to reflect the corrected SSN.<br><br>*Alternatively*, to obtain a SAR with a SAR ID that matches the student's reported SSN, the applicant should file a new FAFSA under the correct SSN. This FAFSA will be treated as an original application and will be sent through all of the matches as if another FAFSA was never completed. The SAR ID will be the same as the SSN reported on this application. |

## Social Security Number Match (continued)

| SAR C Code/ Reject | Match Flag | Reason for Comment/Results | Comment Number/Text | Action Needed |
|---|---|---|---|---|
| Reject R | 2 | Match conducted.<br><br>Date of birth inconsistent with SSA records. | **060** The date of birth you reported on your application doesn't match the Social Security Administration's records. If the date of birth you reported is correct, contact the SSA. If it is incorrect, you should make corrections on this SAR. | Resolution required.<br><br>The student must make a correction to provide the correct date of birth.<br><br>If the date of birth is correct, the student must correct the date of birth on the SAR/ISIR to the same value reaffirming that it is correct. CPS will then reprocess the transaction without the reject.<br><br>In addition, if the student's date of birth is correct, the student should contact SSA to update its records. Records sent for rematching in future years would continue to receive this match flag until SSA updates its database.<br><br>If a correction is made to date of birth, SSN, first name, or last name, the record will be sent again for matching. Review subsequent transactions for updated match flag. |
| C code | 3 | Match conducted.<br><br>Name inconsistent with SSA records. | **061** The name you reported on your application doesn't match the Social Security Administration's records. If the name you reported is correct, contact SSA. If it is incorrect, you should make corrections on this SAR.<br><br>***064 As we indicated on your previous SAR, the name you reported on your application does not correspond with the social security number you provided in Item 8. If the name you reported is correct, contact the SSA. If it is incorrect, you should make corrections on this SAR.*** | Resolution required.<br><br>Student may provide documentation explaining discrepancy in name (e.g., marriage certificate, court order, etc.).<br><br>If the student's name is correct, the student may wish to contact SSA. Once SSA corrects its records, the student may reenter the name and submit it as a SAR/ISIR correction. Records sent for rematching will continue to receive this match flag until SSA updates its database.<br><br>If the name is incorrect, the student may correct the name on SAR/ISIR. If a correction is made to date of birth, SSN, first name, or last name, the record will be sent again for matching. Review subsequent transactions for updated match flag. |

## Social Security Number Match (continued)

| SAR C Code / Reject | Match Flag | Reason for Comment / Results | Comment Number / Text | Action Needed |
|---|---|---|---|---|
| | 4 | Successful match. | No comment | No resolution required. |
| | 4 | No additional match conducted.<br><br>Applicant tried to change SSN after SSA verified that reported SSN was correct. | **013** You cannot change your social security number because the Social Security Administration already verified that this social security number belongs to you. | No resolution required.<br><br>This occurs on history correction transactions only.<br><br>If student used the wrong SSN, yet his name, date of birth, and SSN were confirmed by SSA on the previous transaction, contact ED's ***Correction Application Coordinator*** at (785) 838-2141 for further instructions. These cases usually arise when spouses or siblings with similar names use each other's SSNs by mistake. These cases must be resolved. |
| Reject 8 | 5 | Match conducted.<br><br>Successful match to a deceased person's record on the SSA database. | **145** According to Social Security Administration (SSA) records, the social security number (SSN) you provided in Item 8 belongs to a deceased person. If the SSN in Item 8 is correct, you must contact an SSA office to resolve this problem. | Resolution required.<br><br>If the student's SSN is correct, the student must contact SSA. Once SSA corrects its records, the student may reenter the SSN and submit it as a SAR/ISIR correction. Records sent for rematching will continue to receive this match flag until SSA updates its database. Review subsequent transactions for updated match flag.<br><br>If the SSN is incorrect, the student may correct the SSN on the SAR/ISIR. If this is done, the *student's original SAR ID will not change*, but the current SSN reported in field 8 will be changed to reflect the corrected SSN. *Alternatively*, to obtain a SAR with a SAR ID that matches the student's reported SSN, the applicant should file a new FAFSA under the correct SSN. This FAFSA will be treated as an original application and will be sent through all of the matches as if another FAFSA was never completed. The SAR ID will be the same as the SSN reported on this application. |

## Social Security Number Match (continued)

| SAR C Code / Reject | Match Flag | Reason for Comment / Results | Comment Number / Text | Action Needed |
|---|---|---|---|---|
| Rejects N, 13, 5, 14, and/or 16 | 8 | No match conducted.<br><br>Record could not be sent to SSA because no last name, date of birth, or signature provided.<br><br>**Applicant's SSN passed ED's valid range check.** | **059** The Social Security Administration could not determine if the social security number you reported belongs to you because you did not give us your last name or date of birth. Review these items and make the necessary corrections.<br><br>NOTE: This comment will print on all transactions as long as the condition exists. | Resolution required.<br><br>When SSN was checked against valid range table, SSN was within valid range. Student will still receive reject for missing name, date of birth, and/or signature (not for match flag 8).<br>Reject N: Either first or last name missing.<br>Reject 13: Both first and last name missing.<br>Reject 5: Date of birth blank.<br>Reject 14 or 16: Student signature missing.<br><br>Help student make corrections to name, date of birth, or signature. When corrections are submitted, record will be sent to SSA for matching. Review subsequent transactions for updated match flag. |

## Social Security Number Match (continued)

| SAR C Code / Reject | Match Flag | Reason for Comment / Results | Comment Number / Text | Action Needed |
|---|---|---|---|---|
| Rejects N, 13, 5, 14, 16, and/or P | 8 | No match conducted.<br><br>Record could not be sent to SSA because no last name, date of birth, or signature provided.<br><br>**Applicant's SSN failed ED's valid range check.** | **023** It appears that the social security number you reported on your application is not valid. Review the number you reported in Item 8 and make the necessary corrections. | Resolution required.<br><br>Reject P: When SSN was checked against valid range table, SSN was NOT within valid range. Student will also receive reject for missing name, date of birth and/or signature.<br><br>Reject N: Either first or last name missing.<br>Reject 13: Both first and last name missing.<br>Reject 5: Date of birth blank.<br>Reject 14 or 16: Student signature missing.<br><br>If the student's SSN is correct, the student should contact SSA. Once SSA corrects its records, the student may reenter the SSN and submit it as a SAR/ISIR correction. Records sent for rematching will continue to receive this match flag until SSA updates its database. Review subsequent transactions for updated match flag.<br><br>If the SSN is incorrect, the student may correct the SSN on the SAR/ISIR. If this is done, the *student's original SAR ID will not change*, but the current SSN reported in field 8 will be changed to reflect the corrected SSN.<br><br>*Alternatively*, to obtain a SAR with a SAR ID that matches the student's reported SSN, the applicant should file a new FAFSA under the correct SSN. This FAFSA will be treated as an original application and will be sent through all of the matches as if another FAFSA was never completed. The SAR ID will be the same as the SSN reported on this application. |

## Department of Veterans Affairs Veteran Status Match

| SAR C Code / Reject | Match Flag | Reason for Comment / Results | Comment Number / Text | Action Needed |
|---|---|---|---|---|
| | 1 | Successful match. | No comment. | No resolution required. |
| C code | 2 | Match conducted.<br><br>Dependent and record found on VA database but not a qualifying Veteran. | **162** The Department of Veterans Affairs (VA) did not confirm that you are or will be a qualifying veteran for purposes of receiving federal student aid for the 2003–2004 school year. If VA is correct, you must provide your parents' information (including signature) on this SAR if you have not already done so. If you believe you are or will be a qualifying veteran, see your Financial Aid Administrator. | Resolution required.<br><br>In this situation, CPS assumes "No" to the Veteran Status question. The student does not qualify for Independent status if the response to this question remains "No", so it is possible that parents' data and signature were not provided. If this is the case, Reject 15 and/or Reject 2 would also be present on the SAR/ISIR.<br><br>If the student believes the match results are in error, the student should contact a regional VA office to have VA records updated. CPS will continue to send any correction transactions to VA for rematching and an updated match flag.<br><br>While the student is resolving the discrepancy with the VA, the financial aid administrator may collect documentation from the applicant that clearly demonstrates that he or she is a veteran of the U.S. Armed Forces. The student may provide the DD214 form showing that "Character of Service" is other than "dishonorable." However, until the information is corrected in the VA database, the match results will not change. If the documentation confirms that the student is a veteran, the financial aid administrator may perform a dependency override, changing the student's dependency status from dependent to independent. Title IV aid may then be disbursed to the student. |

## Department of Veterans Affairs Veteran Status Match (continued)

| SAR C Code / Reject | Match Flag | Reason for Comment / Results | Comment Number / Text | Action Needed |
|---|---|---|---|---|
| | 2 | Match conducted.<br><br>Independent and record found on VA database but not a qualifying Veteran. | **163** The Department of Veterans Affairs (VA) did not confirm that you are or will be a qualifying veteran for the 2003–2004 school year. If VA is not correct, you should contact a VA office to resolve this problem. | No resolution required.<br><br>In this situation, CPS assumes No to this question. However, the student qualifies for Independent status based on the response(s) to other student status questions.<br><br>The student may contact a regional VA office to have VA records updated. The student could then correct the VA status question to Yes which will generate a history correction that will be sent to VA for rematching. But, until the information is corrected in the VA database, the match results will not change. |

## Department of Veterans Affairs Veteran Status Match (continued)

| SAR C Code / Reject | Match Flag | Reason for Comment / Results | Comment Number / Text | Action Needed |
|---|---|---|---|---|
| C code | 3 | Match conducted.<br><br>Dependent and record not found on VA database. | **173** The Department of Veterans Affairs (VA) did not confirm that you are or will be a qualifying veteran for purposes of receiving federal student aid for the 2003–2004 school year. If VA is correct, you must provide your parents' information (including signature) on this SAR if you have not already done so. If you believe you are or will be a qualifying veteran, contact a VA office to resolve this problem. | Resolution required.<br><br>In this situation, CPS assumes "No" to this question. The student does not qualify for Independent status if the response to this question remains "No", so it is possible that parents' data and signature were not provided. If this is the case, Reject 15 and/or Reject 2 would also be present on the SAR/ISIR.<br><br>If the student believes the match results are in error, the student may provide the DD214 form (military separation form). However, it is likely that the military branch or Department of Defense has not sent the data to VA. The student should contact a regional VA office to have VA records updated. The student will then need to correct the VA status question to "Yes" which will generate a history correction that will be sent to VA for rematching. Until the information is corrected in the VA database, the match results will not change.<br><br>While the student is resolving the discrepancy with the VA, the financial aid administrator may collect the DD214 from the applicant that clearly demonstrates that he or she is a veteran of the U.S. Armed Forces. If the documentation confirms that the student is a veteran, the financial aid administrator may perform a dependency override, changing the student's dependency status from dependent to independent. Title IV aid may then be disbursed to the student. |

## Department of Veterans Affairs Veteran Status Match (continued)

| SAR C Code / Reject | Match Flag | Reason for Comment / Results | Comment Number / Text | Action Needed |
|---|---|---|---|---|
| | 3 | Match conducted.<br><br>Independent and record not found on VA database. | **174** The Department of Veterans Affairs (VA) did not confirm that you are or will be a qualifying veteran for the 2003–2004 school year. If VA is not correct, you should contact a VA office to resolve this problem. | No resolution required.<br><br>In this situation, CPS assumes "No" to this question. However, the student qualifies for Independent status based on the response(s) to other student status questions.<br><br>It is likely that the military branch or Department of Defense has not sent the data to VA. The student may contact a regional VA office to have VA records updated. The student could then correct the VA status question to "Yes" which will generate a history correction that will be sent to VA for rematching. But, until the information is corrected in the VA database, the match results will not change. |

## Department of Veterans Affairs Veteran Status Match (continued)

| SAR C Code / Reject | Match Flag | Reason for Comment / Results | Comment Number / Text | Action Needed |
|---|---|---|---|---|
| C code | 4 | Match conducted.<br><br>Record found on VA database but applicant on active duty. | **180** The Department of Veterans Affairs (VA) has confirmed that you are currently serving in the U.S. Armed Forces. You indicated on your application that you will be released from active duty by June 30, 2004. You must provide documentation of this to your Financial Aid Administrator before you can receive federal student aid. | Resolution required.<br><br>Student must provide documentation to the school that shows upcoming release orders from a military branch, typically in memorandum format or letter, stating intent to release. There is no requirement to reconfirm actual separation during the award year. |
| | 8 | No match conducted.<br><br>Record could not be sent to VA because no name, date of birth, or signature provided. | **161** We could not match your information with the Department of Veterans Affairs (VA) because you did not give us your full name or date of birth. You should review and correct these items on your SAR. | Help student make corrections to name, date of birth, or signature if necessary so that the student's record can be sent to VA for matching. Review subsequent transactions for updated match flag. |

## National Student Loan Data System (NSLDS) Match

| SAR C Code / Reject | Results Flag | Match Flag | Reason for Comment / Results | Comment Number / Text | Action Needed |
|---|---|---|---|---|---|
| | 1<br><br>Match found; NSLDS data sent. | 1 | Match conducted.<br><br>Student not in default or overpayment. | No comment | No resolution required. |
| C code | 2<br><br>Incomplete match; No NSLDS data sent. | 7 | Match conducted.<br><br>SSN matched, but name and DOB did not match. | **138** The National Student Loan Data System (NSLDS) found your reported social security number on their database, but your name and date of birth did not match. Therefore, this SAR does not contain the financial aid history that is associated with your reported social security number. | Resolution required.<br><br>Determine if the NSLDS record is that of the applicant, by accessing NSLDS online using SSN only to retrieve the matching data.<br><br>This will help determine whether that SSN belongs to the student being assisted. This method will reveal which data provider supplied the conflicting SSN information. This provider may then be contacted directly to resolve the discrepancy. There is no need to wait for NSLDS to be updated before continuing the award process.<br><br>If the record belongs to the student, use the information in NSLDS to determine eligibility for SFA funds. |

## National Student Loan Data System (NSLDS) Match (continued)

| SAR C Code / Reject | Results Flag | Match Flag | Reason for Comment / Results | Comment Number / Text | Action Needed |
|---|---|---|---|---|---|
| C code | 1<br><br>Match found; NSLDS data sent. | 2 | Match conducted.<br><br>Applicant has at least one loan in default.<br><br>**Defaulted loan is held by a Guaranty Agency, Direct Loan Servicer or ED Region.** | **132** The National Student Loan Data System (NSLDS) indicates that you are in DEFAULT on a federal student loan. You are not eligible to receive any federal student aid until your default has been resolved.<br><br>**124** Contact the following agency(ies) regarding your defaulted federal student loan:<br><br>Up to three names and phone numbers of Guaranty Agencies, Direct Loan Servicers or ED Regions that are holding the student's defaulted loan(s) will be listed (comments 181–253). | Resolution required.<br><br>Depending on loan status, student may need to contact GA, DLS, or EDR and make satisfactory arrangements to repay loan. If student has already repaid loan, obtain documentation that the loan identified as being in default is the loan that was paid off by the student.<br><br>See attached list of loan status codes and information on student eligibility. |
| C code | 1<br><br>Match found; NSLDS data sent. | 2 | Match conducted.<br><br>Applicant has at least one loan in default.<br><br>**Defaulted loan is held by ED.** | **132** The National Student Loan Data System (NSLDS) indicates that you are in DEFAULT on a federal student loan. You are not eligible to receive any federal student aid until your default has been resolved. | Resolution required.<br><br>Depending on loan status, student may need to contact ED and make satisfactory arrangements to repay loan. If student has already repaid loan, obtain documentation that the loan identified as being in default is the loan that was paid off by the student.<br><br>See attached list of loan status codes and information on student eligibility. |

## National Student Loan Data System (NSLDS) Match (continued)

| SAR C Code / Reject | Results Flag | Match Flag | Reason for Comment / Results | Comment Number / Text | Action Needed |
|---|---|---|---|---|---|
| C code | 1<br><br>Match found; NSLDS data sent. | 2 | Match conducted.<br><br>Applicant has at least one loan in default.<br><br>**Defaulted loan is held by lender.** | **132** The National Student Loan Data System (NSLDS) indicates that you are in DEFAULT on a federal student loan. You are not eligible to receive any federal student aid until your default has been resolved.<br><br>**135** To resolve your defaulted federal student loan(s), contact the lender associated with the loan. | Resolution required. |
| C code | 1<br><br>Match found; NSLDS data sent. | 2 | Match conducted.<br><br>Applicant has at least one loan in default.<br><br>**Defaulted loan is held by school.** | **132** The National Student Loan Data System (NSLDS) indicates that you are in DEFAULT on a federal student loan. You are not eligible to receive any federal student aid until your default has been resolved.<br><br>**136** To resolve your defaulted federal student loan(s), contact the school associated with the loan. | Resolution required. |

## National Student Loan Data System (NSLDS) Match (continued)

| SAR C Code / Reject | Results Flag | Match Flag | Reason for Comment / Results | Comment Number / Text | Action Needed |
|---|---|---|---|---|---|
| C code | 1<br><br>Match found; NSLDS data sent. | 3 | Match conducted.<br><br>Applicant has at least one Pell Overpayment | **133** The National Student Loan Data System (NSLDS) indicates that you have received at least one overpayment of federal student aid funds. You are required by law to repay any funds received from the federal student aid programs to which you were not entitled. You are not eligible to receive any federal student aid until your overpayment has been resolved. | Resolution required.<br><br>Comment 133 will be provided with one of comments 020, 038, 039, 041, 042, or 043. |
| | | | **Overpayment held by school** | **038** To resolve your Pell overpayment, your FAA must contact the school associated with the Pell overpayment. | |
| | | | **Overpayment held by ED Region 4** | **041** To resolve your Pell overpayment, call the U.S. Department of Education at 800/621-3115, or write to the U.S. Department of Education, P.O. Box 4222, Iowa City, IA 52245. | |
| | | | **Overpayment held by ED Region 5** | **042** To resolve your Pell overpayment, call the U.S. Department of Education at 800/621-3115, or write to the U.S. Department of Education, P.O. Box 4222, Iowa City, IA 52245. | |
| | | | **Overpayment held by ED Region 9** | | |

## National Student Loan Data System (NSLDS) Match (continued)

| SAR C Code / Reject | Results Flag | Match Flag | Reason for Comment / Results | Comment Number / Text | Action Needed |
|---|---|---|---|---|---|
| | | | **Overpayment held by ED Region 9** | **043** To resolve your Pell overpayment, call the U.S. Department of Education at 800/621-3115, or write to the U.S. Department of Education, P.O. Box 4222, Iowa City, IA 52245. | |
| | | | **Overpayment contact code is blank** | **020** To resolve your Pell overpayment, your FAA must access NSLDS for additional Pell overpayment information. | |
| | | | **More than one overpayment** | **039** To resolve your Pell overpayments, your FAA must access NSLDS for additional Pell overpayment information. | |

## National Student Loan Data System (NSLDS) Match (continued)

| SAR C Code / Reject | Results Flag | Match Flag | Reason for Comment / Results | Comment Number / Text | Action Needed |
|---|---|---|---|---|---|
| C code | 1<br><br>Match found; NSLDS data sent. | 3 | Match conducted.<br><br>Applicant has at least one FSEOG Overpayment | **133** The National Student Loan Data System (NSLDS) indicates that you have received at least one overpayment of federal student aid funds. You are required by law to repay any funds received from the federal student aid programs to which you were not entitled. You are not eligible to receive any federal student aid until your overpayment has been resolved. | Resolution required.<br><br>Comment 133 will be provided with one of comments 077, 065, 066, 067, 010, or 079 |
| | | | **Overpayment held by school** | **077** To resolve your FSEOG overpayment, your FAA must contact the school associated with the FSEOG overpayment. | |
| | | | **Overpayment held by ED Region 4** | **065** To resolve your FSEOG overpayment, call the U.S. Department of Education at 800/621-3115, or write to the U.S. Department of Education, P.O. Box 4222, Iowa City, IA 52245. | |
| | | | **Overpayment held by ED Region 5** | **066** To resolve your FSEOG overpayment, call the U.S. Department of Education at 800/621-3115, or write to the U.S. Department of Education, P.O. Box 4222, Iowa City, IA 52245. | |

## National Student Loan Data System (NSLDS) Match (continued)

| SAR C Code / Reject | Results Flag | Match Flag | Reason for Comment / Results | Comment Number / Text | Action Needed |
|---|---|---|---|---|---|
| | | | **Overpayment held by ED Region 9** | **067** To resolve your FSEOG overpayment, call the U.S. Department of Education at 800/621-3115, or write to the U.S. Department of Education, P.O. Box 4222, Iowa City, IA 52245. | |
| | | | **Overpayment contact code is blank** | **010** To resolve your FSEOG overpayment, your FAA must access NSLDS for additional FSEOG overpayment information. | |
| | | | **More than one overpayment** | **079** To resolve your FSEOG overpayments, our FAA must access NSLDS for additional FSEOG overpayment information. | |

## National Student Loan Data System (NSLDS) Match (continued)

| SAR C Code / Reject | Results Flag | Match Flag | Reason for Comment / Results | Comment Number / Text | Action Needed |
|---|---|---|---|---|---|
| C code | 1<br><br>Match found; NSLDS data sent. | 3 | Match conducted.<br><br>Applicant has at least one Perkins Overpayment | **133** The National Student Loan Data System (NSLDS) indicates that you have received at least one overpayment of federal student aid funds. You are required by law to repay any funds received from the federal student aid programs to which you were not entitled. You are not eligible to receive any federal student aid until your overpayment has been resolved. | Resolution required.<br><br>Comment 133 will be provided with one of comments 090, 100, 101, 102, 086, or 107 |
| | | | **Overpayment held by school** | **090** To resolve your Perkins overpayment, your FAA must contact the school associated with the Perkins overpayment. | |
| | | | **Overpayment held by ED Region 4** | **100** To resolve your Perkins overpayment, call the U.S. Department of Education at 800/621-3115, or write to the U.S. Department of Education, P.O. Box 4222, Iowa City, IA 52245. | |
| | | | **Overpayment held by ED Region 5** | **101** To resolve your Perkins overpayment, call the U.S. Department of Education at 800/621-3115, or write to the U.S. Department of Education, P.O. Box 4222, Iowa City, IA 52245. | |

## National Student Loan Data System (NSLDS) Match (continued)

| SAR C Code / Reject | Results Flag | Match Flag | Reason for Comment / Results | Comment Number / Text | Action Needed |
|---|---|---|---|---|---|
| | | | **Overpayment held by ED Region 9** | **102** To resolve your Perkins overpayment, call the U.S. Department of Education at 800/621-3115, or write to the U.S. Department of Education, P.O. Box 4222, Iowa City, IA 52245. | |
| | | | **Overpayment contact code is blank** | **086** To resolve your Perkins overpayment, your FAA must access NSLDS for additional Perkins overpayment information. | |
| | | | **More than one overpayment** | **107** To resolve your Perkins overpayments, our FAA must access NSLDS for additional Perkins overpayment information. | |

## National Student Loan Data System (NSLDS) Match (continued)

| SAR C Code / Reject | Results Flag | Match Flag | Reason for Comment / Results | Comment Number / Text | Action Needed |
|---|---|---|---|---|---|
| C code | 1<br><br>Match found; NSLDS data sent. | 4 | Applicant has at least one loan in default and owes at least one overpayment.<br><br>See information for match flags 2 and 3. | **134** The National Student Loan Data System (NSLDS) indicates that you are in DEFAULT on at least one federal student loan and that you received at least one overpayment of federal student aid funds. You are not eligible to receive any federal student aid until these items have been resolved. | Resolution required.<br><br>See resolution for match flags 2 and 3 above. |
| C code | 1 | | Loan is discharged due to disability | **115** The National Student Loan Data System (NSLDS) indicates you have one or more student loans discharged because of a total and permanent disability. Before you can receive additional federal student loans, you must see your Financial Aid Administrator. | Resolution required.<br><br>Refer to Chapter 3 of the Student Eligibility volume of the 2002-03 Federal Student Aid Handbook, http://www.ifap.ed.gov/sfahandbooks/attachments/0203Vol1Ch3.pdf and Chapters 4 and 5 of the Student Loan Guide, dated 2002, http://ifap.ed.gov/sfahandbooks/attachments/0203SLGCh4Cancellation.pdf and http://ifap.ed.gov/sfahandbooks/attachments/0203SLGCh5Default.pdf |
| C code | 1 | | Loan is in Bankruptcy | **116** The National Student Loan Data System (NSLDS) indicates you have one or more student loans in an active bankruptcy status. Before you can receive additional federal student loans, you must see your Financial Aid Administrator. | Resolution required<br><br>See information for comment 115. |

## National Student Loan Data System (NSLDS) Match (continued)

| SAR C Code / Reject | Results Flag | Match Flag | Reason for Comment / Results | Comment Number / Text | Action Needed |
|---|---|---|---|---|---|
| | | 8 | Match not conducted due to processing problems. | | If corrections to the student's data are required, NSLDS match will be conducted again when corrections are sent to the CPS.<br><br>If no corrections are needed, you must request a duplicate SAR/ISIR. When duplicate SAR/ISIR is requested, record will be sent through NSLDS match again. |
| C code | | | NSLDS Subsidized or Combined Loan Total has exceeded loan limits based on NSLDS Postcreening reason code 09 or 10 | *Subsidized:* **254,** Based upon data provided by the National Student Loan Data System (NSLDS) and your reported grade level, we have determined that you may have received subsidized student loans in excess of loan limits established for the federal loan programs.<br><br>*Combined*: **260,** Based upon data provided by the National Student Loan Data System (NSLDS) and your reported grade level and dependency status, we have determined that you may have received student loans in excess of loan limits established for the federal loan programs. | Resolution required.<br><br>In general, students who borrow in excess of aggregate loan limits are ineligible to receive further Title IV assistance; however, if the school determines that the student inadvertently borrowed in excess of the limits, the student may regain eligibility by either: repaying the amount borrowed in excess of the aggregate limits, or making repayment arrangements for the excess amount that are satisfactory to the holder of the loan.<br><br>Refer to Section 668.35(b)(1) of the Federal Student Financial Aid Regulations and Dear Colleague Letter GEN 96-13, Q&A #17 for additional information. |

## National Student Loan Data System (NSLDS) Match (continued)

| SAR C Code / Reject | Results Flag | Match Flag | Reason for Comment / Results | Comment Number / Text | Action Needed |
|---|---|---|---|---|---|
| | | | NSLDS Subsidized or Combined Loan Total is close to or exceeding the loan limits based on dependency status and grade level | *Subsidized:* **256–259**<br>Based upon data provided by the National Student Loan Data System (NSLDS) and your reported grade level, we have determined that you may have received a total amount of subsidized loans that is close to or exceeds the loan limits established for the federal loan programs. Therefore, your eligibility for additional subsidized student loans may be limited.<br><br>*Combined:* **262–265, 268–271**<br>Based upon data provided by the National Student Loan Data System (NSLDS) and your reported grade level and dependency status, we have determined that you may have received a total amount of student loans that is close to or exceeds the loan limits established for the federal loan programs. Therefore, your eligibility for additional student loans may be limited. | No resolution required.<br><br>On the CPS 01 transaction, loan limits may already be exceeded. However, CPS would not detect it until NSLDS postscreening occurs. Schools must check aggregate amounts to determine if loan limits are close to or exceeding. If they are exceeding, see action needed for comments 254 and 260. If loan limits are close to the limits, caution should be used to ensure that the student does not exceed his or her loan limits with subsequent Title IV loans. |

## Drug Abuse Hold

| SAR C Code / Reject | Reason for Comment / Results | Comment Number / Text | Action Needed |
|---|---|---|---|
| Reject 19 | Applicant is on the Drug Abuse hold file. | **009** We cannot process your application further because of issues raised by terms of the Anti-Drug Abuse Act of 1988. For information on how to proceed, you must contact us within 30 days from the date of this letter by telephone at 202/377-3243. | No resolution required. May be resolved only by ED.<br><br>Reject 19.<br><br>Student is not eligible for aid. |
| | Applicant has been released from the Drug Abuse hold file. | **055** Your denial of benefits under the Anti-Drug Abuse Act of 1988 has been resolved and processing of your student aid application may continue. | No resolution required. |

NOTE: There are no match flag values associated with hold files. Hold files are maintained at the CPS and not at an outside matching agency.

## Drug Conviction Question #35

| SAR C Code / Reject | Reason for Comment / Results | Comment Number / Text | Action Needed |
|---|---|---|---|
| C code | Applicant left question 35 blank. | **053** You left Item 35 blank. Your failure to provide an answer to this question makes you ineligible to receive Title IV aid. Either indicate that you have never been convicted of possessing or selling illegal drugs or use the enclosed worksheet to determine your answer to this question. In any case, you can correct this item by calling 800/4FED-AID (800/433-3243) or by going to **www.fafsa.ed.gov**. You can also use your SAR. Please understand that a drug conviction does not necessarily disqualify you from receiving student aid. | Resolution required.<br><br>Applicant is not eligible for federal aid if this response is left blank. A correction to provide a response must be made by following the directions provided in the comment text. |
| C code | Applicant response to question 35 was "Yes (Part Year)." | **054** You reported a "2" in response to Item 35. This indicates that you are ineligible for federal student aid for part of the 2003–2004 school year. Your period of ineligibility resulting from your drug-related conviction(s) ends on or after July 1, 2003 but before June 30, 2004. You should contact your FAA when your ineligibility period ends so that he or she can determine if you may receive federal funds during the 2003–<br>2004 award year. | Resolution required.<br><br>Applicant is not eligible for federal aid until ineligibility period expires between July 1, 2003 and June 30, 2004. |

## Drug Conviction Question #35 (continued)

| SAR C Code / Reject | Reason for Comment / Results | Comment Number / Text | Action Needed |
|---|---|---|---|
| C code | Applicant response to question 35 was "Yes" on a paper FAFSA. | **056** You reported in Item 35 that you have been convicted of an illegal drug offense. Use the enclosed worksheet to determine if your conviction(s) affect your eligibility for federal student aid. If you determine that your conviction(s) do not affect your eligibility for federal student aid, or affect it for only part of the 2003–2004 school year, you must correct Item 35 by using your SAR. You can also correct this item or get additional help with this question by calling 800/4FED-AID (800/433-3243).<br>YOU ARE NOT ELIGIBLE FOR FEDERAL STUDENT AID WHILE YOUR ANSWER TO ITEM 35 IS "3." Whether or not your conviction(s) affect your eligibility for federal student aid, you may still be eligible to receive state, school, or other non-federal student aid. | Resolution required.<br><br>Applicant is not eligible for federal aid. If response is incorrect, applicant should follow directions in the comment text to make a change. Applicant should not be referred to any other phone numbers at the Department of Education for resolution. |
| C code | Applicant response to question 35 was "Yes" on other than a paper FAFSA. | **058** You reported in Item 35 that you are not eligible for federal student aid as a result of a drug-related conviction, or that you do not know if your conviction(s) affect your eligibility. You may still be eligible to receive state, school, or other non-federal student aid. If you determine that you have incorrectly answered this question, you must correct Item 35 by using your SAR. You can also correct this item or get help with this question by calling 800/4FED-AID (800/433-3243). | Resolution required.<br><br>Applicant is not eligible for federal aid. If response is incorrect, applicant should follow directions in the comment text to make a change. Applicant should not be referred to any other phone numbers at the Department of Education for resolution. |
| | Applicant changed response to question 35 from "Yes (Part Year)" or "Yes/Don't Know" to "No." | **052** Your answer to Item 35 has changed since you filed your initial application. | No resolution required. |

## Verification Selection Edits

| SAR C Code / Reject | Reason for Comment / Results | Comment Number / Text | Action Needed |
|---|---|---|---|
| | Applicant was selected for Verification. | If dependent:<br><br>**170** Your application has been selected in a process called verification. Your school has the authority to request copies of certain financial documents from you and your parents.<br><br>If independent:<br><br>**171** Your application has been selected in a process called verification. Your school has the authority to request copies of certain financial documents from you (and your spouse). | Resolution required.<br><br>Student must complete verification and submit all necessary documentation within the necessary time frames if requested by the school.<br><br>See *The Verification Guide* for more detailed information. |

# 2003–2004 Comments that generate the C-Flag on SARs and ISIRs *

***Comments that generate the C-Flag grouped together:***

10, 20, 30, 33, 38, 39, 41, 42, 43, 46, 53, 54, 56, 57, 58, 61, 64, 65, 66, 67, 77, 79, 86, 90, 100, 101, 102, 105, 107, 109, 115, 116, 124, 132, 133, 134, 135, 136, 138, 141, 142, 144, 146, 162, 173, 180, 254, 260

***Comments that generate the C-Flag broken out into the areas that the comments are associated with:***

### *Selective Service Match*

30, 33, 57

### *INS Match*

46, 105, 109, 141, 142, 144

### *Social Security Administration Citizenship Status*

146

### *Social Security Number Match*

61, 64

### *Veterans Affairs Status Match*

162, 173, 180

### *NSLDS*

10, 20, 38, 39, 41, 42, 43, 65, 66, 67, 77, 79, 86, 90, 100, 101, 102, 107, 115, 116, 124, 132, 133, 134, 135, 136, 138, 254, 260

### *Responses to Question 35 / Drug Conviction*

53, 54, 56, 58

* Please note that in some extremely isolated cases, the C-flag will be provided on an ISIR/SAR without a corresponding comment. This would only happen if the applicant receives an excessive number of comments (including C-Flag comments) and some of the comments have to be suppressed so that a SAR/ISIR can be generated.

## APPENDIX C
## 2003-2004 LOAN STATUS CODES AND ELIGIBILITY CHARTS

| CODE | STATUS | ELIGIBILITY FOR TITLE IV |
|---|---|---|
| AL | Abandoned Loan | Yes |
| BC | No Prior Default, Bankruptcy Claim, Discharged | Yes, because loan was not in default and was discharged |
| BK | No Prior Default, Bankruptcy Claim, Active | Yes, because loan was not in default |
| CA | Cancelled (Perkins = Loan Reversal) | Yes |
| CS | Closed School Discharge | Yes |
| DA | Deferred | Yes |
| DB | Defaulted, then Bankrupt, Active. (Perkins: all bankruptcies. FFELP and Direct Loans: Chapter 13) | No, unless debtor can show that loan is dischargeable. See Dear Colleague letter GEN-95-40, dated September 1995 |
| DC | Defaulted, Compromise | Yes, because compromise is recognized as payment in full |
| DD | Defaulted, Then Died | No, because if borrower is reapplying, then loan status is in error |
| DE | Death | No, because if borrower is reapplying, then loan status is in error |
| DF | Defaulted, Unresolved | No |
| DI | Disability | Yes |
| DK | Defaulted, Then Bankrupt, Discharged. (Perkins: all bankruptcies. FFELP and Direct Loans: Chapter 13) | Yes, because defaulted loan has been totally discharged |
| DL | Defaulted, in Litigation | No |
| DN | Defaulted, Then Paid in Full Through Consolidation Loan | Yes |
| DO | Defaulted, Then Bankrupt, Active, other. For FFELP and Direct Loans in Chapters 7, 11, and 12 | No, unless debtor can show that loan is dischargeable. See Dear Colleague letter GEN-95-40, dated September 1995 |
| DP | Defaulted, Then Paid in Full | Yes, because loan was paid in full |
| DR | Defaulted Loan Included in Roll-up Loan | Yes, because the loan was combined with other loans and subrogated to the Department, which reported the same information to NSLDS in one loan. The status of that record will determine eligibility |

| CODE | STATUS | ELIGIBILITY FOR TITLE IV |
|---|---|---|
| DS | Defaulted, Then Disabled | Yes, because loan debt is cancelled |
| DT | Defaulted, Collection Terminated | No |
| DU | Defaulted, Unresolved | No |
| DW | Defaulted, Write-Off | No |
| DX | Defaulted, Satisfactory Arrangements, and Six Consecutive Payments | Yes, assuming student continues to comply with repayment plan on defaulted loan, or is granted forbearance by the GA |
| DZ | Defaulted, Six Consecutive Payments, Then Missed Payment | No, loan is back in active default status |
| FB | Forbearance | Yes |
| FC | False Certification Discharge | Yes |
| IA | Loan Originated | Yes |
| IG | In Grace Period | Yes |
| ID | In School or Grace Period | Yes |
| IM | In Military Grace | Yes |
| IP | In Post-Deferment Grace (Perkins only) | Yes |
| OD | Defaulted, Then Bankrupt, Discharged, other. For FFELP and Direct Loans in Chapters 7, 11, and 12 | Yes, because defaulted loan has been totally discharged |
| PC | Paid in Full Through Consolidation Loan | Yes. Does not matter whether consolidation loan was through FFELP or Direct Loan, nor whether underlying loans were in default |
| PF | Paid in Full | Yes |
| PM | Presumed Paid in Full | Yes |
| PN | Non-defaulted, Paid in Full Through Consolidation Loan | Yes |
| RF | Refinanced | Yes, because defaulted loans cannot be refinanced |
| RP | In Repayment | Yes |

| CODE | STATUS | ELIGIBILITY FOR TITLE IV |
|---|---|---|
| UI | Uninsured/Unreinsured | Yes, does not matter if loan was in default |
| UA | Temporarily Uninsured – No Default Claim Requested | Yes |
| UB | Temporarily Uninsured – Default Claim Denied | Yes, because the loan is not a federal loan while temporarily uninsured |
| UC | FFEL: Permanently Uninsured/Unreinsured – Non-Defaulted Loan<br>Perkins: Non-Defaulted Loan Purchased by School | Yes |
| UD | FFEL: Permanently Uninsured/Unreinsured – Defaulted Loan<br>Perkins: Defaulted Loan Purchased by School | Yes, because the loan is no longer a federal loan |
| XD | Defaulted, Satisfactory Arrangements, and Six Consecutive Payments | Yes, assuming student continues to comply with repayment plan on defaulted loan, or is granted forbearance by the GA |

## FEDERAL DIRECT LOAN SERVICER

| CODE | NAME | PHONE NUMBER |
|---|---|---|
| SV0101 | Direct Loan Servicing Center, Utica, NY | 800-848-0979 |

## SELECTED SERVICERS

| CODE | NAME | CITY | STATE |
|---|---|---|---|
| 700006 | AFSA - Academic Financial Services Assoc | Long Beach | CA |
| 700008 | Southwest Student Services Corp | Mesa | AZ |
| 700009 | Bank of North Dakota | Bismarck | ND |
| 700010 | Bank One Columbus | Columbus | OH |
| 700014 | Brazos Higher Ed Authority | Austin | TX |
| 700022 | College Finance Assistance Corp | Deerfield | IL |
| 700023 | Colorado Student Loan Pgm | Denver | CO |
| 700027 | COSTEP | McAllen | TX |
| 700030 | Intuition Inc | Jacksonville | FL |
| 700121 | UNIPAC Service Corp | Denver | CO |
| 700037 | Education Loan Services Inc | Braintree | MA |
| 700038 | Educational Assistance Service Corp Inc | Aberdeen | SD |
| 700041 | Education Financial Services | Indianapolis | IN |
| 700043 | USA Group Loan Services Inc | Indianapolis | IN |
| 700054 | FISC | Lewiston | ME |
| 700057 | Great Lakes Higher Ed Corp | Madison | WI |
| 700059 | Georgia Student Finance Authority | Tucker | GA |
| 700065 | Iowa Higher Ed Loan Pgm | Des Moines | IA |
| 700067 | Illinois State Scholarship Commission | Deerfield | IL |
| 700072 | Kentucky Higher Ed Student Loan Corp | Louisville | KY |
| 700077 | Sallie Mae | Reston | VA |
| 700081 | Missouri Higher Ed Loan Authority | St. Louis | MO |
| 700082 | Maine Ed Service | Augusta | ME |
| 700085 | Massachusetts Higher Ed Assoc | Boston | MA |
| 700086 | Mitchell Sweet and Associates | Tempe | AZ |
| 700088 | Montana Guaranteed Student Loan Pgm | Helena | MT |
| 700096 | Nellie Mae | Braintree | MA |
| 700097 | New Jersey Dept of Higher Ed | Trenton | NJ |
| 700098 | New Mexico Ed Assistance Foundation | Albuquerque | NM |
| 700100 | PHEAA | Harrisburg | PA |
| 700101 | Opportunity Plan Inc Panhandle | Canyon | TX |
| 700106 | South Carolina Student Loan Corp | Columbia | SC |
| 700109 | TGSLC Loan Servicing | Austin | TX |
| 700112 | Student Loan Fund of Idaho | Fruitland | ID |
| 700113 | Student Loan Funding Corp | Cincinnati | OH |

| CODE | NAME | CITY | STATE |
|---|---|---|---|
| 700119 | Trans World Insurance Co | Sacramento | CA |
| 700120 | USA Funds | Indianapolis | IN |
| 700126 | Utah State Board Of Regents | Salt Lake City | UT |
| 700127 | Vermont Secondary Loan Market | Winooski | VT |
| 700133 | Wyoming Student Loan Corp | Cheyenne | WY |
| 700138 | Student Information Service Center | Albany | NY |
| 700139 | Student Initiated Loan Servicing | Montgomery | AL |
| 700143 | Indiana Secondary Market | Indianapolis | IN |
| 700147 | Lender Service Pgm | Madison | WI |
| 700165 | Credit Union Processing | Battle Creek | MI |
| 700172 | Student Assistance Foundation of MT | Helena | MT |
| 700181 | Student Loan Servicing Center | Minneapolis | MN |
| 700194 | SUNTECH Inc | Ridgeland | MS |
| 700195 | Academic Loan Resource | Fruitland | ID |
| 700196 | Iowa Student Loan Liquidity Corp | Des Moines | IA |
| 700198 | AFSA Data Corp | Utica | NY |
| 700200 | Greater East Texas Servicing Corp | Bryan | TX |
| 700202 | Wells Fargo Ed Financial Service | Sioux Falls | SD |
| 700203 | Educaid | Sacramento | CA |
| 700204 | Granite State Management & Resource | Concord | NH |
| 700790 | UNIPAC Service Corp | Lincoln | NE |

# GUARANTY AGENCIES

| NUMBER | SHORT NAME | NAME |
|---|---|---|
| 555 | FFEL | Assigned to Department of Education |
| 705 | Arkansas | Student Loan Guaranty Foundation of Arkansas |
| 706 | California | EDFund of California |
| 708 | Colorado | Colorado Student Loan Program |
| 709 | Connecticut | Connecticut Student Loan Foundation |
| 712 | Florida | Florida Department of Education OSFA |
| 713 | Georgia | Georgia Higher Education Assistance Corporation |
| 716 | Idaho | Student Loan Fund of Idaho, Inc. |
| 717 | Illinois | Illinois Student Assistance Commission |
| 719 | Iowa | Iowa College Student Aid Commission |
| 721 | Kentucky | Kentucky Higher Education Assistance Authority |
| 722 | Louisiana | Louisiana Office of Student Financial Assistance |
| 723 | Maine | Maine Education Assistance Division |
| 725 | Massachusetts | American Student Assistance of Massachusetts |
| 726 | Michigan | Michigan Higher Education Assistance Authority |
| 729 | Missouri | Missouri Coordinating Board for Higher Education |
| 730 | Montana | Montana Guaranteed Student Loan Program |
| 731 | Nebraska | National Student Loan Program, Inc. |
| 733 | New Hampshire | New Hampshire Higher Education Assistance Foundation |
| 734 | New Jersey | New Jersey Higher Education Assistance Authority |
| 735 | New Mexico | New Mexico Student Loan Guarantee Corporation |
| 736 | New York | New York State Higher Education Services |
| 737 | North Carolina | North Carolina State Ed. Assistance Authority |
| 738 | North Dakota | Student Loans of North Dakota |
| 740 | Oklahoma | Oklahoma Guaranteed Student Loan Program |
| 741 | Oregon | Oregon State Scholarship Commission |
| 742 | PHEAA | Pennsylvania Higher Education Assistance Agency |
| 744 | Rhode Island | Rhode Island Higher Education Assistance Authority |
| 745 | South Carolina | South Carolina State Ed Assistance Authority |
| 746 | South Dakota | Education Assistance Corporation-South Dakota |
| 747 | Tennessee | Tennessee Student Assistance Corporation |
| 748 | Texas | Texas Guaranteed Student Loan Corporation |
| 749 | Utah | Utah Higher Education Assistance Authority |
| 750 | Vermont | Vermont Student Assistance Corporation |
| 753 | Washington | Northwest Education Loan Association-Washington |
| 755 | Great Lakes | Great Lakes Higher Education Corporation-Wisconsin |
| 800 | USAF | United Student Aid Funds, Incorporated |
| 927 / 951 | ECMC | Education Credit Management Corporation |

# SELECTED LENDERS

| CODE | NAME | CITY | STATE |
|---|---|---|---|
| 803072 | Amcore Bank NA | Rockford | IL |
| 819928 | AmSouth Bank NA | Birmingham | AL |
| 828478 | Associated Bank | Stevens Point | WI |
| 800802 | Bank of America | Los Angeles | CA |
| 826548 | Bank of Boston | Providence | RI |
| 814392 | Bank of Hawaii | Honolulu | HI |
| 807581 | Bank of New York | Newark | DE |
| 816386 | Bank of North Dakota | Bismarck | ND |
| 809063 | Bank of Oklahoma | Tulsa | OK |
| 805156 | Bank One | Columbus | OH |
| 802933 | Bank One | Columbus | OH |
| 805069 | Bank One | Columbus | OH |
| 813697 | BankBoston NA | Providence | RI |
| 831857 | Bankers Bank/EdSouth | Atlanta | GA |
| 802340 | Barnett First National Bank | Jacksonville | FL |
| 805270 | Bay Bank Harvard Trust | Cambridge | MA |
| 805321 | Bay Bank Norfolk County Trust Co | Dedham | MA |
| 819414 | Beneficial Savings Bank | Philadelphia | PA |
| 826762 | California Federal Bank FSB | Sacramento | CA |
| 818508 | Carteret Savings Bank | Parsippany | NJ |
| 807745 | Charter One Bank | Albany | NY |
| 832142 | Chase Bank as Trustee for SLFC | Cleveland | OH |
| 830469 | Chase Manhattan Bank | Garden City | NY |
| 821623 | CHELA Financial USA Inc | San Francisco | CA |
| 826878 | Citibank Student Loan Center | Pittsford | NY |
| 804937 | Citizens Fidelity Bank & Trust | Louisville | KY |
| 809383 | Clearfield Bank & Trust | Clearfield | PA |
| 810148 | CLS - National City Bank | Cleveland | OH |
| 822660 | Comerica Bank | Detroit | MI |
| 813979 | Commerce Bank | St Louis | MO |
| 822973 | Commercial National Bank In Shreveport | Shreveport | LA |
| 802030 | Connecticut Bank & Trust | Hartford | CT |
| 802837 | Continental Illinois National Bank | Chicago | IL |
| 814119 | CoreState NJ National Bank | Wilmington | DE |
| 817846 | Corus Bank | Deerfield | IL |

| CODE | NAME | CITY | STATE |
|---|---|---|---|
| 809431 | Dauphin Deposit Bank & Trust | Harrisburg | PA |
| 829589 | Dearborn Federal Credit Union | Dearborn | MI |
| 815843 | Dime Savings Bank of Norwich | Norwich | CT |
| 822583 | Dollar Bank | Pittsburgh | PA |
| 824852 | Eastern Bank | Lynn | MA |
| 831453 | Educational Funding of the South | Knoxville | TN |
| 820872 | ESB Bank | Ellwood City | PA |
| 808780 | Fifth Third Bank | Cincinnati | OH |
| 810611 | First American National Bank | Donelson | TN |
| 822046 | First Bank | St. Louis | MO |
| 828374 | First Independent Trust Company | Sacramento | CA |
| 805353 | First Mutual of Boston | Boston | MA |
| 813651 | First National Bank | Ames | IA |
| 827311 | First City Bank | New Orleans | LA |
| 805829 | First of America Bank | Kalamazoo | MI |
| 810563 | First Tennessee Bank | Maryville | TN |
| 806078 | Fifth Third Bank | Grand Rapids | MI |
| 807542 | First Union National Bank | Charlotte | NC |
| 833191 | First Union National Bank | North Brunswick | NJ |
| 802366 | First Union National Bank | Roanoke | VA |
| 821835 | First Virginia Bank | Falls Church | VA |
| 802844 | Firstar Bank Illinois | St. Paul | MN |
| 804609 | Firstar Bank, NA | Lawrence | KS |
| 804031 | Firstier Bank NA | Lincoln | NE |
| 827204 | Fleet National Bank | Utica | NY |
| 831495 | Fleet National Bank | Utica | NY |
| 831173 | Florida Federal Savings & Loan | Jacksonville | FL |
| 831143 | Florida Federal Savings Bank | St Petersburg | FL |
| 830974 | Foundation for Educational Funding | Lincoln | NE |
| 807789 | Goldome Bank | Amherst | NY |
| 813544 | Great American Federal Savings & Loan | Pittsburgh | PA |
| 830485 | Great Western Bank FSB | Chatsworth | CA |
| 807973 | Greater New York Savings Bank | Lake Success | NY |
| 818426 | Heritage Bank for Savings | Northampton | MA |
| 827542 | Heritage Community Bank | Riverdale | IL |
| 805125 | Hibernia National Bank | New Orleans | LA |
| 804076 | Hills Bank & Trust Company | Hills | IA |
| 826481 | Home Owners Savings Bank FSB | Burlington | MA |
| 807989 | Home Savings Bank | White Plains | NY |
| 803094 | Household Bank | Wood Dale | IL |

| CODE | NAME | CITY | STATE |
|---|---|---|---|
| 808047 | HSBC Bank USA | Buffalo | NY |
| 821396 | Hudson City Savings Bank | Paramus | NJ |
| 822947 | Iberia Savings Bank SSB | New Iberia | LA |
| 829268 | Imperial Federal Savings | San Diego | CA |
| 831036 | Independence FSB | Washington | DC |
| 808173 | Independence Savings Bank | Brooklyn | NY |
| 808007 | Jamaica Savings Bank | Lynbrook | NY |
| 809675 | Jersey Shore State Bank | Jersey Shore | PA |
| 831848 | Key Bank USA | Cleveland | OH |
| 812205 | LaSalle FSB | Chicago | IL |
| 808036 | M & T Bank Educational Lending | Buffalo | NY |
| 803172 | Marquette National Bank | Orland Park | IL |
| 813476 | MassBank | Lowell | MA |
| 821024 | Medford Savings Bank | Medford | MA |
| 809747 | Mellon Bank NA | Pittsburgh | PA |
| 822892 | Merchants National Bank | Leominster | MA |
| 812731 | Meridian Bank | North Brunswick | PA |
| 824289 | Michigan National Corp LLP | Farmington Hills | MI |
| 827427 | Mission Federal Credit Union | San Diego | CA |
| 826269 | NationsBank | Charlotte | NC |
| 832006 | NBD Bank | Flint | MI |
| 806437 | Northern State Bank | Thief River Falls | MN |
| 824221 | Northern Trust Bank | Chicago | IL |
| 828141 | Northwest Savings Bank | Warren | PA |
| 803694 | Old National Bank | Evansville | IN |
| 829526 | Onbank & Trust Co | Syracuse | NY |
| 829525 | Onondaga Savings Bank | Syracuse | NY |
| 817588 | Pathway Financial | Matteson | IL |
| 812967 | Penn Security Bank & Trust Co | Scranton | PA |
| 820341 | PFC Bank | Clarion | PA |
| 822366 | Pinnacle Bank of Papillion | Papillion | NE |
| 826855 | Pioneer Savings Bank | Troy | NY |
| 809921 | PNC Education Loan Center | Pittsburgh | PA |
| 822691 | Ponce Federal Bank FSB | Ponce | PR |
| 805138 | Premier Bank of Baton Rouge | Baton Rouge | LA |
| 821288 | Provident Savings Bank | Jersey City | NJ |
| 800097 | Regions Bank | Mobile | AL |
| 828899 | Reliance Savings Bank | Altoona | PA |
| 808012 | Republic National Bank of New York | Brooklyn | NY |
| 828577 | Rhode Island Student Loan Authority | Warwick | RI |

| CODE | NAME | CITY | STATE |
|---|---|---|---|
| 808136 | Richmond County Savings Bank | Staten Island | NY |
| 815880 | Savings Bank of Mancester | Manchester | CT |
| 808680 | Second National Bank of Warren | Warren | OH |
| 823373 | Service First Federal Credit Union | Sioux Falls | SD |
| 811101 | Signet Bank | Richmond | VA |
| 815745 | Simmons First National Bank | Pine Bluff | AR |
| 800023 | Southtrust Bank of Alabama | Birmingham | AL |
| 809514 | Southwest National Bank of Pennsylvania | Greensburg | PA |
| 828707 | Sovereign Bank New England | Providence | RI |
| 820175 | Standard Bank & Trust Co | Evergreen Park | IL |
| 809081 | Stillwater National Bank & Trust Co | Stillwater | OK |
| 807642 | Summit Bank | Dayton | NJ |
| 802560 | SunTrust Bank | Richmond | VA |
| 811304 | SunTrust Bank | Richmond | VA |
| 822163 | SunWest Bank of El Paso | El Paso | NM |
| 826953 | Texas Commerce Bank NA | Arlington | TX |
| 827445 | Third Federal Savings Bank | Newtown | PA |
| 803282 | Town & Country Bank of Springfield | Springfield | IL |
| 813721 | TrustMark National Bank | Jackson | MS |
| 808543 | Union Bank & Trust | Lincoln | NE |
| 810166 | Union National Bank & Trust Company | Souderton | PA |
| 802968 | Union Planters Bank | Des Moines | IA |
| 815961 | United Missouri Bank of Kansas City | Kansas City | MO |
| 824772 | Wachovia Bank | Winston-Salem | NC |
| 820284 | Waypoint Bank | York | PA |
| 807176 | Wells Fargo Ed Financial Service | Sioux Falls | SD |
| 808471 | Wells Fargo Education Financial | Sioux Falls | SD |
| 822840 | Wells Fargo Education Financial Svc | Pleasant Hill | CA |
| 805187 | Whitney National Bank | New Orleans | LA |
| 802218 | Wilmington Trust | Killeen | TX |
| 817455 | Zions First National Bank | Salt Lake City | UT |

## Contact Information & Fields Associated With Loan Status

| LOAN | CONTACT | GA CODE | SCHOOL CODE | CURRENT HOLDER | REGION CODE |
|---|---|---|---|---|---|
| FFEL | Primary: Servicer or Lender (as applicable)<br><br>Secondary: GA | Yes | OPE-ID | Servicer or Lender Code (as applicable) | Blank |
| FFEL, defaulted | GA | Yes | OPE-ID | 000###<br>(### is the GA Code) | Blank |
| FFEL, subrogated* | ED. (See Region) | 555<br>(ED) | OPE-ID | 000555<br>(ED) | Yes |
| FDLP | Servicer | Blank | OPE-ID | Servicer Code | Blank |
| FDLP, Held by DCS | ED. (See Region) | 555<br>(ED) | OPE-ID | 000555<br>(ED) | Yes |
| FISL | Primary: Servicer (if applicable)<br><br>Secondary: School (is primary contact if no servicer used.) | Blank | OPE-ID | Servicer Code (if applicable), or blank | Blank |
| FISL, Held by DCS | ED (See Region) | 555<br>(ED) | OPE-ID | 000555<br>(ED) | Yes |
| Perkins | Primary: Servicer (if applicable)<br><br>Secondary: School (is primary contact if no servicer used.) | Blank | OPE-ID | Servicer Code (if applicable), or blank | Blank |
| Perkins, Held by DCS | ED (See Region) | 555<br>(ED) | OPE-ID | 000555<br>(ED) | Yes |

*Subrogated = Held by Debt Collection System (DCS).

**Note: The School Code field always shows the OPE-ID of the school the student attended when the loan was received.**

## APPENDIX D
## 2003–2004 SAR AND SAR INFORMATION ACKNOWLEDGEMENT

For each transaction processed at the Central Processing System (CPS), an output document is sent to the applicant. This will be either a paper Student Aid Report (SAR) or SAR Information Acknowledgement or an e-mail with information for accessing a electronic SAR. The type of document that is sent is determined by the type of record that was submitted by the applicant as follows:

| **Record Submitted** | **Output** |
|---|---|
| Paper/Renewal FAFSA or SAR | SAR |
| FAFSA on the Web, Renewal FAFSA on the Web, or Correction on the Web | SAR Information Acknowledgement |
| FAFSA on the Web, Renewal FAFSA on the Web, or Correction on the Web without signatures | SAR |
| EDExpress FAFSA or Correction | SAR Information Acknowledgement |
| FAA Access to CPS Application or Correction | SAR Information Acknowledgement |

Students who meet the following criteria will receive an e-mail for accessing the electronic SAR instead of the paper SAR:

1. E-mail address exists and is valid,
2. SSA match equals 4,
3. No signature rejects on the record, and
4. Transaction is not a result of a subsequent application.

The SAR has been designed to serve two basic purposes:
1. notify the student of application and eligibility status;
2. provide a means for correcting or verifying applicant data.

The SAR Information Acknowledgement is designed to notify the student of application and eligibility status. If corrections are needed, the student will use Corrections on the Web or submit them through the school using EDExpress.

The electronic SAR is designed to notify the student of application and eligibility status more quickly than by either the paper SAR or the SAR Acknowledgement. It enables the student to view the SAR online and to print the online SAR document as often as needed. It also links the student directly to Corrections on the Web for correcting or verifying the applicant data.

**SAR**

All SARs will be eight-page documents. The first four pages are in a letter format and include the comment text, NSLDS information, and FAA information. The last four pages display the question responses reported by the student and provide space for making corrections. Each page of the SAR is described in detail below.

***SAR—Page 1***

The number appearing above the student's name and address is a tracking number for the FAFSA Processor and the CPS, and is not used for any institutional purpose.

To the right of the student's name and address is printed the date the record was processed at the CPS. Below the processed date is the student's Expected Family Contribution (EFC). The EFC printed on the front page of the SAR is either the primary or secondary EFC, calculated for a nine-month academic year (see page 12 of this guide for information on the primary and secondary EFC). An asterisk printed next to the EFC indicates that the student was selected for verification by the CPS. A "C" printed next to the EFC means the student has an eligibility problem that must be resolved before Title IV aid can be disbursed to the student.

The body of the letter on page 1 of the SAR is designed to help the applicant understand where he or she is in the financial aid application process as well as what roles are played in the process by the student, the Department of Education, and the school. The page is graphically displayed in three sections as follows.

*You (the Student)*

This section describes the basic steps to be completed by the student in the application process. The text for step 1 will vary based on whether the record is an application or a correction. The text for step 2 will vary based on whether an EFC was calculated or the record was rejected. If an EFC was calculated, the text will read, "Now you should check your SAR information. If it is correct, you do not need to return it to us." If the record was rejected, the text will read, "Now you need to check your SAR information and make the necessary corrections."

The text for step 3 will vary depending on whether the record has been selected by the CPS for verification. If so, the text will read, "You will be asked by your school(s) to provide copies of certain financial documents to verify information you reported on your application." If the record is not selected, the text will read, "You will need to verify your information if asked to do so by your school."

*U.S. Department of Education*

In this section, the role of the Department is summarized and the results of processing the record are indicated. The text for each of the three steps will be the same on all SARs. However, the text printed under the steps will vary based on processing results. If an

EFC has been calculated, the following text will be printed: "Based on the information you have submitted, we have used the standard formula to calculate your EFC, which is XXXXX. Your school will use this number to determine what types of aid and how much you are eligible for based on your educational costs." The student's calculated EFC number will be inserted into this text. If the record has been rejected, the following text will be printed: "You must give us more information before we can calculate your EFC."

*School(s)*
The final section describes the actions taken by the school. The text printed for steps 1 and 3 will be the same on all SARs. The text for step 2 will vary depending on whether the record has been selected by the CPS for verification. If so, the text will read, "Your school(s) will ask you to verify your information." If the record is not selected, the text will read, "Your school(s) may ask you to verify your information."

In the bottom left hand corner appears the student's four-digit Data Release Number (DRN). The DRN can be used by schools to access the student's electronic application record if they were not originally listed on the student's application or SAR. In addition, the student can use the DRN when making a telephone request through the Federal Student Aid Information Center by calling 800/4FED AID (800/433-3243)/TTY 800/730-8913 to make two types of changes: 1) to correct data entry errors made by the FAFSA Processor or 2) to request a change of address, telephone number, or a change of institution.

On the SAR, two strings of numbers appear at the bottom of every page. The left-hand numbers are processing codes used by the FAFSA Processor and the CPS for tracking and quality-control purposes. The right-hand numbers are the student identifiers: the original Social Security Number (SSN) and first two letters of the student's original last name, and the transaction number.

**Note:** If a student changes his or her SSN, or changes his or her name in the CPS, the original SSN and first two letters of the original last name will continue to be used as the student ID. The SAR fields that show the last name and the SSN—fields 1 and 8—will carry the corrected name and SSN. However, when used as an identifier—on correspondence or in requesting duplicates—the student should use the original SSN and name. If the student applies in the following award year using the correct name and SSN, the records for that year will carry the correct identifiers

***SAR—Page 2***
The top half of page 2 contains required information regarding the Paperwork Reduction Act, release of information to schools, and drug convictions affecting eligibility.

The FAA information section on the SAR appears on the bottom half of page 2. Descriptive labels are intended to help the FAA identify reject codes, match flags, intermediate values, and so forth. This data is similar to the FAA information provided on the ISIR, which is described in detail beginning on page 8 of this guide. Note that the comment codes listed on this part of the SAR are not all comments generated for this student. Only the comment codes that do not have a corresponding flag or other indicator already provided in the FAA information section are printed in this section.

***SAR—Page 3***

On page 3, the specific comments that have been set during processing of the record at the CPS will be printed. These identify problem areas, such as missing information or eligibility problems, as well as give the student more detailed information and directions for getting additional help if needed.

***SAR—Page 4***

At the top of page 4, the codes for responding to Question 29, Type of Degree/Certificate, are provided.

The bottom half of the page will show financial aid history information for the student. This is a subset of the information received from NSLDS that is included on the ISIR record and described beginning on page 16 of this guide. The information printed on the SAR includes the Aggregate Loan information for FFELP, Direct, and Perkins loans, and detail loan information for up to 4 loans that are in a default or discharge status.

***SAR—Pages 5–8***

The remaining four pages of the SAR display the information that was reported by the applicant for each question on the FAFSA/SAR. The SAR is also a vehicle for corrections in the paper system. A shortened version of each numbered item that corresponds to a question on the FAFSA is displayed, and has printed beneath it the student's response to that question. Below or to the right of each question response are boxes and ovals that resemble the answer fields on the FAFSA, and allow the student to indicate or write in a corrected answer, if necessary.

Items that are highlighted (printed in boldface type) require special attention. Highlighting means the CPS identified the responses as questionable or inconsistent with other answers. The CPS may assume answers to certain questions by comparing them with other information on the application. Answers might be assumed when the question was left blank, or a positive number might be assumed when the answer to an income question was given as a negative number.

When the CPS assumes an answer, both the value reported by the applicant and the assumed value are printed on the SAR. The word "ASSUMED" will appear in parentheses with the assumed value. Assumed values are used by the CPS in performing the calculation and should always be reviewed carefully. If the assumed values are correct, the student does not need to change them on the SAR.

The student can always correct other items, if necessary, whether or not they are highlighted.

When an applicant receives a reject, the resulting SAR will not have a calculated EFC. The SAR requires the student to correct information and return pages 5 through 8 of the SAR to the FAFSA processor for reprocessing.

When an item is questioned by the CPS, it too will be highlighted (printed in bold type) and an arrow will print in the column pointing to the response field for the questioned item. This indicates that the student must provide a new answer because the original response was blank or illegible, and the item is necessary to perform an EFC calculation. The student may also correct other items, if necessary, even if they are not highlighted.

At the top of page 5 are instructions to the student explaining the meaning of the arrows, and the proper way to verify an answer, fill in an oval, or to delete an answer. To verify a previously reported answer, the student must rewrite the same value in the answer fields and return the SAR.

Sometimes students are caught in a reject "loop" because they don't respond to all of the highlighted and arrowed items to turn off the reject, or because they provide new information that the edit check still considers to be inconsistent or questionable.

Refer to Section III of this guide for more information on using the SAR to make corrections.

**SAR Information Acknowledgement**

The SAR Information Acknowledgement will continue to be a two-page document. The intent of this document is to allow a student to review processing results when the information was input electronically by the school or by the student using the Web. Because this type of SAR is a paper report to the student, but also an eligibility document like the correctable SAR and the ISIR, it contains information for both student and FAA.

***SAR Information Acknowledgement—Page 1***

Page 1 of the SAR Information Acknowledgment is in a letter format addressed to the applicant. The format of this page has been changed to look more like the SAR letterhead. The top left of the page prints the ED seal, followed by the U.S. Department of Education letterhead, which includes the Federal Student Aid Information Center

telephone number and the FAFSA on the Web internet address. The box at the top right shows the Office of Management and Budget (OMB) form-clearance number and the expiration date.

Beneath the headings appear the student's name and address and the date the CPS processed the transaction. The number appearing above the student's name and address is a tracking number for the FAFSA Processor and the CPS, and is not used for any institutional purpose. Below the processed date is the student's EFC. The student ID is at the bottom of the page.

The SAR Information Acknowledgement comments are fewer and less detailed, and generally refer the student to the FAA for assistance in making corrections or resolving problem issues.

***SAR Information Acknowledgement—Page 2***

The back of page one displays in condensed form every numbered question from the FAFSA and prints the answer the student gave to that question or the value the CPS assumed.

At the bottom of the page, a section headed "For Financial Aid Office Use Only" includes information and codes for FAAs. We have included here all the important match flags showing results of eligibility matches, as well as other information that an FAA would need when using the SAR Information Acknowledgement as an eligibility document. Note that all comment codes generated for the student's ISIR are printed here regardless if an associated match flag or other indicator is also provided.

The comment text printed on the front page is a basic set of comments directed to the student, but the comment codes listed at the bottom of the section include all SAR/ISIR comments that were generated for this record.

# APPENDIX E
# 2003–2004 SAR/ISIR COMMENT CODES AND TEXT

For a complete listing of SAR and ISIR codes, please see the companion document to the *2003–2004 EDE Technical Reference* entitled *2003–2004 SAR/ISIR Comment Codes and Text.* This document can be found at **FSAdownload.ed.gov** as well as **ifap.ed.gov**.

# APPENDIX F
# ADDRESSES

## FAFSA Processor

| | |
|---|---|
| Submit FAFSA<br>(including Pacific Islander) | Federal Student Aid Programs<br>P.O. Box 7001<br>Mt. Vernon, IL 62864-0071 |
| Submit Renewal Application | Federal Student Aid Programs<br>P.O. Box 7002<br>Mt. Vernon, IL 62864-0072 |
| Spanish FAFSA | Federal Student Aid Programs<br>P.O. Box 7003<br>Mt. Vernon, IL 62864-0073 |
| Submit SAR (with corrections) | Federal Student Aid Programs<br>P.O. Box 7004<br>Mt. Vernon, IL 62864-0074 |
| Request duplicate SAR,<br>change address, or<br>change/add colleges | Federal Student Aid Programs<br>P.O. Box 7005<br>Mt. Vernon, IL 62864-0075 |

## Submit Signature Pages

| | |
|---|---|
| FAFSA on the Web<br>Renewal FAFSA on the Web<br>Corrections on the Web<br>Spanish FAFSA on the Web | Federal Student Aid Programs<br>P.O. Box 7006<br>Mt. Vernon, IL 62864-0076 |

## Department of Education Information Services

For a complete listing of all FSA sources of assistance go to the FSAdownload Web site located at **FSAdownload.ed.gov** to download the *Sources of Assistance for Schools* guide.

**Federal Student Aid Information Center**

- Questions on applying for aid
- Whether schools participate in federal aid programs
- School default rates
- Student eligibility
- Request publications on federal student aid
- Correct data entry errors made by MDE
- Assistance with answering specific application questions
- Has application been processed?
- Request duplicate SAR
- Change of address/institution

**Telephone Services**
(toll free)
800/4-FED AID (800/433-3243)
800/730-8913 TDD for hearing impaired
319/337-5665 for overseas callers (not toll free)

**Write to:**
Federal Student Aid Information Center
P.O. Box 84
Washington, D.C. 20044-0084

**FAFSA on the Web Customer Service**

- Technical Assistance
- Web browser set-up and downloading
- Modem and printer set-up
- Connectivity and access

800/4-FED-AID
~~800/801-0576~~

**FSA Customer Service Call Center**

- Title IV policy questions
- Application processing questions
- Help contacting ED staff

800/433-7327
E-mail: **fsa.customer.support@ed.gov**
Fax: 202/275-5532

# APPENDIX G
# Sample ISIR

2003-2004 Institutional Student Information Record

**********
* IMPORTANT: Read ALL information to find out what to do with this Report. *
**********

OMB Number: 1845-0008

WILLIAM O'BRIEN
1123 WEST L
IOWA CITY IA 52240

AUGUST 19, 2003

EFC 0

006
If you need additional help with your ISIR, contact your school Financial Aid Administrator (FAA) or the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243). If your address changes, contact your school or call 1-800-4-FED-AID and ask a customer service representative to make the change for you.

149
Based on the information we have on record for you, your EFC is 0. Your school will use this number to determine what types of aid and how much you are eligible for. You may be eligible to receive a Federal Pell Grant and other federal student aid.

143
Your citizenship status has been confirmed by the Immigration and Naturalization Service (INS) and you meet the citizenship requirements for federal student aid.

Page 1 of 5 444-22-4444 O' 05

2003-2004 Institutional Student Information Record

| | | | |
|---|---|---|---|
| Student ID | 444-22-4444 O' 05 | EFC | 0 |
| STEP ONE (THE STUDENT) (Q1 - Q35) | | Dependency Status | D |
| Name | WILLIAM O'BRIEN | | |
| Address: | 1123 WEST L | | |
| | IOWA CITY IA 90019 | | |
| Social Security Number | 444-22-4444 | Cash, Savings, and Checking | 0 |
| Date of Birth | 02/25/1970 | No. of Months VA Benefits Received | 0 |
| Permanent Home Phone # | (319)555-5555 | hMonthly VA Educational Benefits | 0 |
| E-mail Address | FWILLIAM_LO'BRIEN@electricu.edu | | |
| Driver's License # | C6733206-CA | STEP THREE (THE STUDENT) (Q52 - Q58) | |
| Citizenship Status | | Born Before 1-1-1980? | YES |
| Alien Registration Number | A071111111 | hMaster's/Doctorate Prog. in 2003-2004? | NO |
| Marital Status | UNMARRIED | hIs Student Married? | NO |
| Marital Status Date | 02/1970 | hHave Children You Support? | NO |
| Enroll Plan Summer 2003 | NOT ATTENDING | hDependents Other Than Children/Spouse? | NO |
| Enroll Plan Fall 2003 | | Orphan or Ward of the Court? | NO |
| Enroll Plan Wint 2003-4 | FULL TIME/NOT SURE | Veteran of U.S. Armed Forces? | NO |
| Enroll Plan Spring 2004 | FULL TIME/NOT SURE | | |
| Enroll Plan Summer 2004 | FULL TIME/NOT SURE | STEP FOUR (PARENTS) (Q59 - Q84) | |
| Father's Educational Level | | *Marital Status | SINGLE |
| Mother's Educational Level | | Marital Status Date | 02/1950 |
| State of Legal Residence | CA | Father's/Stepfather's SSN | 444-22-0000 |
| Legal Resident before 1-1-1998? | YES | Father's Last Name | O'BRIEN |
| Legal Residence Date | 06/1991 | Mother's/Stepmother's SSN | 444-22-1111 |
| Are You Male? | YES | Mother's Last Name | O'BRIEN |
| Register for Selective Service? | | Number of Family Members | |
| Degree/Certificate | TEACHING | Number in College in 2003-2004 | |
| Grade Level in College | 2nd YR/SOPH | State of Legal Residence | |
| HS Diploma or GED Received? | NO | Legal Residents before 1-1-1998? | |
| First Bachelor's Degree by 7-1-2003? | NO | Legal Residence Date | |
| Interested in Student Loans? | NO | Age of Older Parent | |
| Interested in Student Employment? | YES | hTax Return Filed? | WILL FILE |
| Drug Conv Affecting Elig? | NO | Type of 2002 Tax Return Used | FOREIGN |
| | | Eligible to File 1040A or 1040EZ? | |
| STEP TWO (STUDENT & SPOUSE) (Q36 - Q51) | | Adjusted Gross Income | |
| Tax Return Filed? | WILL FILE | U.S. Income Tax Paid | |
| Type of 2002 Tax Return Used | 1040 | Exemptions Claimed | |
| Eligible to File 1040A or 1040EZ? | | Father's Inc Earned From Work | |
| Adjusted Gross Income | 16370 | Mother's Inc Earned From Work | |
| U.S. Income Tax Paid | 0 | Total from Worksheet A | 0 |
| Exemptions Claimed | 01 | Total from Worksheet B | |
| Student's Inc Earned From Work | 0 | Total from Worksheet C | |
| Spouse's Inc Earned From Work | 0 | Net Worth of Investments | 0 |
| Total from Worksheet A | 0 | Net Worth of Business/Farm | 0 |
| Total from Worksheet B | 0 | Cash, Savings, and Checking | 0 |
| Total from Worksheet C | 0 | | |
| Net Worth of Investments | 0 | STEP FIVE (STUDENT HH) (Q85 - Q86) | |
| hNet Worth of Business/Farm | 0 | Number Family Members | 01 |
| | | Number in College in 2003-2004 | 1 |

*=assumption h=highlight flag #=corrected this trans @=corrected previous trans

2003-2004 Institutional Student Information Record

```
Student ID               444-22-4444 O' 05    EFC                                    0
Last Name                       O'BRIEN
STEP SIX (Q87 - Q98)
School #1  001224  Housing #1    ON CAMPUS
School #2  031089  Housing #2    ON CAMPUS
School #3  015090  Housing #3    ON CAMPUS
School #4  000000  Housing #4    ON CAMPUS    OFFICE INFORMATION
School #5  000000  Housing #5    ON CAMPUS    DRN                                 0000
School #6  003051  Housing #6    ON CAMPUS    Primary EFC Type                       1
                                             Secondary EFC Type
STEP SEVEN (Q100 - Q104)                     Processed Date                08/19/2003
Date Application Completed      02/25/2003   Application Data Source          FAFSA WEB
Signed By                        APPLICANT   ISIR Transaction Type       AUTOMATIC ISIR
Preparer's SSN                               Source of Correction
Preparer's EIN                               Federal School Code Indicator       015090
Preparer's Signature                         Reject Override Codes:
                                             A:   B:   C:1  N:   W:
                                             Assumption Override Codes:
                                             1:   2:   3:   4:   5:   6:
-------------------------------------------------------------------------------------------
FAA Information                              Early Analysis Flag
Date ISIR Received              08/26/2002   Rejects Met:
Verification Flag                       N    Verification Tracking Flag
System Generated Indicator                   Dependency Override
FAA Adjustment                               Duplicate Request
Transaction Receipt Date        08/19/2003   Correction # Applied To
Reprocessing Code                            Application Receipt Date        03/04/2003
Processed Record Type                        Input Record Type

Paid EFC Type     PRIMARY  Pell Elig Flag          Y            Intermediate Values
Primary EFC             0  Secondary EFC                        TI    214640 PCA
Mon 1        Mon 7         Mon 1        Mon 7                   ATI          AAI
Mon 2        Mon 8         Mon 2        Mon 8                   STX          TSC
Mon 3        Mon 10        Mon 3        Mon 10                  EA           TPC
Mon 4        Mon 11        Mon 4        Mon 11                  IPA          PC         0
Mon 5        Mon 12        Mon 5        Mon 12                  AI           STI        0
Mon 6                      Mon 6                                CAI          SATI       0
                                                                DNW          SIC
                                                                NW         0 SDNW       0
                                                                APA          SCA
                                                                             FTI        0
Auto Zero EFC Flag      Y                                       Duplicate SSN Flag
EFC Change Flag NO CHANGE                                       Subsequent App Flag
SNT Flag              NO

Match Flags: SSN 4  SSA    INS    SS Y  NSLDS 1  VA    INS Sec. Conf.
             INS Ver. No.                    SS Registration Flag
             NSLDS Transaction Number    5   NSLDS Database Results Flag  1

Comments:   006,149,143
```

*=assumption h=highlight flag #=corrected this trans @=corrected previous trans

2003-2004 Institutional Student Information Record

WILLIAM O'BRIEN
444-22-4444
2003-2004 NSLDS FINANCIAL AID HISTORY Processed: 08/19/2003

This page contains your previous financial aid information, which is contained in the National Student Loan Data System (NSLDS). Your Financial Aid Administrator will use it to determine your eligibility.

**********

#Overpayment: Contact: Discharged Defaulted Loan Sat. Active Post Screening
Loan Flag: Loans: Repayment: Bankruptcy:N Reason:

Pell: N
FSEOG: N
Perkins:

**********

| Aggregate Amounts: FFEL/Direct Loans: | Outstanding Prin. Bal.: | Pending Disb(s): | Total: |
|---|---|---|---|
| Subsidized Loans: | $ 11,103 | $ 0 | $ 11,103 |
| Unsubsidized Loans: | $ | $ 0 | $ 1 |
| Combined Loans: | $ | $ 1 | $ 11,104 |
| FFEL Consol. Loans: | $ 0 | | $ 0 |
| Perkins Loans: | | | |

Outstanding Principal Bal.: $ 0 Current Year Loan Amount: $ 0

**********

#Pell Payment Data:
Sch.Code: 00305100 Tran: 05 Sch.Amt:$2,800 Award Amt:$2,800 Disb.Amt:$ 700
%Sch.Used: 25.00 As Of: 08/19/2003 Pell Verification Flag: EFC: 0
Sch.Code: Tran: Sch.Amt: Award Amt: Disb.Amt:
%Sch.Used: As Of: Pell Verification Flag: EFC:
Sch.Code: Tran: Sch.Amt: Award Amt: Disb.Amt:
%Sch.Used: As Of: Pell Verification Flag: EFC:

**********

| Loan Detail: | Net Loan Amount | Begin Date | End Date | GA Code | School Code | Grade Level | Contact Code/Type |
|---|---|---|---|---|---|---|---|
| | Additional Unsub | Loan Type | Capitalized Interest | Date of Last Disb | Amt of Last Disb | | |
| FFEL Stafford Subsidized | $ 1,564 | 08/16/1994 | 05/26/1995 | 706 | 00119700 | ABC | SCHCONTC/386 |
| | Neither | Recent | NO | 08/16/1994 | $1564 | | |

Status Code RP as of 02/01/1997
Outstanding Bal. $1,564 as of 12/31/1995

MPN Information

Direct Loan Subsidized/Unsubsidized MPN: No MPN on File
Direct Loan PLUS MPN: No MPN on File

2003-2004 Institutional Student Information Record

Student ID 444-22-4444 O' 05 EFC 0
Last Name O'BRIEN

READ, SIGN, AND DATE

If you are the student, by signing this application you certify that you (1) will use federal and/or state student financial aid only to pay the cost of attending an institution of higher education, (2) are not in default on a federal student loan or have made satisfactory arrangements to repay it, (3) do not owe money back on a federal student grant or have made satisfactory arrangements to repay it, and (4) will notify your school if you default on a federal student loan.

If you are the parent or the student, by signing this application you agree, if asked, to provide information that will verify the accuracy of your completed form. This information may include your U.S. or state income tax forms. Also, you certify that you understand that the Secretary of Education has the authority to verify information reported on this application with the Internal Revenue Service and other Federal agencies. If you purposely give false or misleading information, you may be fined $20,000, sent to prison, or both.

Everyone whose information is given on this form should sign below. The student (and at least one parent, if parent information is given) MUST sign below.

Student _____ Date: _____

Parent _____ Date: _____

## APPENDIX H
## Worksheet for Question 35

For the worksheet for question 35, please see the FSA Information for Financial Aid Professionals (IFAP) announcement dated November 2002 at the IFAP Web site: **http://ifap.ed.gov/fafsa/0304DrugWorksheets.html**. Additionally, below are the direct links to the printer-friendly versions of the worksheets:

- FAFSA: **http://ifap.ed.gov/fafsa/attachments/0304SARDrugWorksheetblackwhite.pdf**
- Renewal FAFSA: **http://ifap.ed.gov/fafsa/attachments/0304Renewalblackwhite.pdf**

# Appendix I

## Overview

New for 2003-2004, we created a Change Page Tracking Log Appendix for the ISIR Guide. This appendix will include all the tracking logs for each set of change pages as they are issued.

We will show new text additions in the change pages with ***bold italic*** text. Text deletions will be marked with ~~strikethrough~~.

This Appendix contains the current and previous tracking logs for your reference.

# 2003-2004 ISIR Guide

## February 2003 Change Page Tracking Log

| Page(s) affected | Page(s) inserted | Change(s) made |
|---|---|---|
| | | |
| **ISIR Guide** | | |
| iii | iii | Added reference to Appendix I- Change Page Tracking Log. |
| 7 | 7 | Added FAA Access to CPS Online in the second and third paragraphs. |
| | | |
| **Appendix A** | | |
| A-4 | A-4 | Removed Comment Code 62 from Reject 18. |
| | | |
| **Appendix B** | | |
| B-4 | B-4 | Changed age 26 to 25 in the Action Needed column for Comment 33. |
| B-13 | B-13 | Added Comment 64 with Match Flag 3. |
| | | |
| **Appendix F** | | |
| F-2 | F-2 | Removed reference to 800/801-0576. These inquiries are being handled though 800-4FED-AID. |
| | | |
| **Appendix I** | | |
| | I-1 to I-2 | Added a new Appendix for change pages. |
| | | |