

How to Submit Supporting Documents

After completing the online application for state aid, applicants may be asked to submit supporting documents to the Mississippi Office of Student Financial Aid to complete an application.

- 1) Only submit what is requested. Do not make substitutions.
- 2) Do not mail original documents. Keep the original and mail us a copy, since documents cannot be returned to the applicant. Transcripts are the exception (read #3).
- 3) Only Official transcripts from the institution will be accepted. Do not submit unofficial transcripts (copies, printouts, etc.).
- 4) State tax returns should be signed when self-prepared.
- 5) Write the applicant's full name and ONLY the last four digits of the applicant's Social Security Number on every document (Example: Mary Jane Smith, -1234). Do NOT write the full Social Security Number.
- 6) Only submit documents according to the guidelines provided below.
- 7) The document deadline is the date by which the document must be RECEIVED, not the postmark date.
- 8) Track documents: request signature or return receipt for mailed documents; keep the confirmation page for faxed documents; and request read receipt for emailed documents.
- 9) After submitting documents, allow up to two weeks for processing before resending the document.
- 10) Check the applicant's online account at www.mississippi.edu/financialaid (Check Status) to determine if documents have been received.

*****Please do NOT call or email the Office to verify that documents have been received. Check the student account, which is updated daily.*****

Supporting documents can be submitted in several different ways. Please choose ONLY ONE:

- 1) Mail to: Mississippi Office of Student Financial Aid
3825 Ridgewood Road
Jackson, MS 39211
- 2) Scan and email to: sfa@mississippi.edu
- 3) Fax to: 601-432-6527
 - Do not fax a copy of a Driver's License. The copies are typically illegible. Mail or email a color copy.
 - The Office has only one fax machine. If the number is busy, try again at another time.
 - Office representatives can NOT check the fax machine throughout the day to verify receipt of a document. Keep the confirmation page and check the student account for verification.