



Office of Student Financial Aid
4400 University Drive, MS 3B5, Fairfax, Virginia 22030
Fax: 703-993-2350
Document submission: <https://mssccheckin.gmu.edu>
Contact us: <https://www2.gmu.edu/admissions-aid/financial-aid-contact-us>

DOCUMENT REQUEST FORM

****REQUESTS MUST BE MADE IN-PERSON WITH VALID MASON OR GOVERNMENT ISSUED ID****

****IF THE REQUEST CANNOT BE MADE IN-PERSON, ORIGINAL NOTARIZED REQUESTS CAN BE ACCEPTED VIA MAIL, ALONG WITH A COPY OF VALID MASON OR GOVERNMENT ISSUED ID****

****PLEASE ALLOW A MINIMUM OF 5 BUSINESS DAYS FOR PROCESSING****

STUDENT NAME: _____ G# _____

DOCUMENT REQUESTED: _____

PURPOSE OF REQUEST: _____

Is the document you are requesting a tax return? ☐ YES ☐ NO

If YES, please complete the bottom of this form.

STUDENT SIGNATURE: _____ DATE: _____
Sign by hand - do not type or sign electronically

☐ Student ☐ Parent ☐ Spouse

NAME ON TAX RETURN(S):
Last First MI

Last First MI

CURRENT MAILING ADDRESS: _____
Street address

City State Zip code

PHONE NUMBER: _____ EMAIL ADDRESS: _____

SIGNATURE OF TAX FILER: _____ DATE: _____

YOU WILL BE NOTIFIED VIA EMAIL WHEN YOUR DOCUMENTS ARE READY TO BE PICKED UP AT THE MSSC