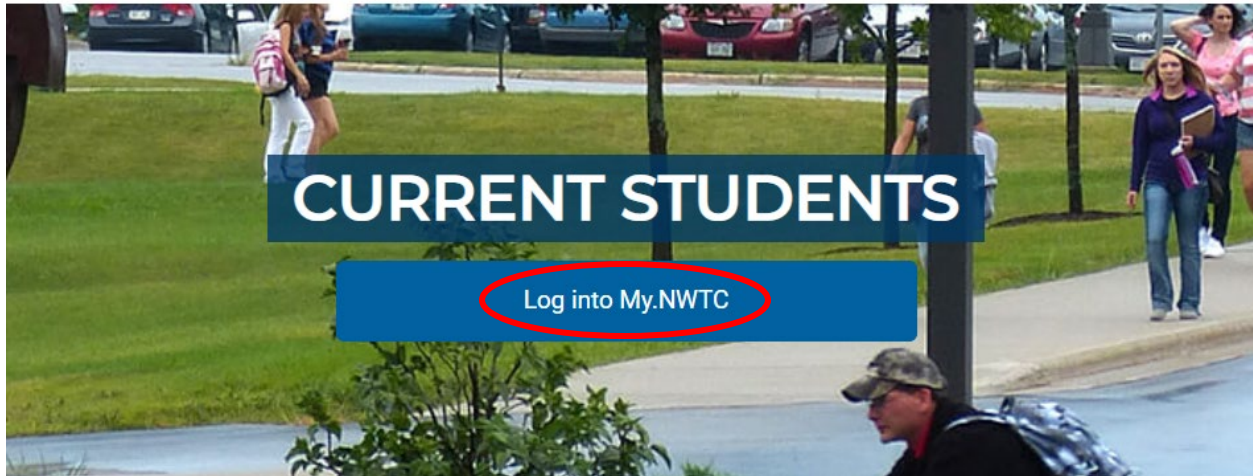


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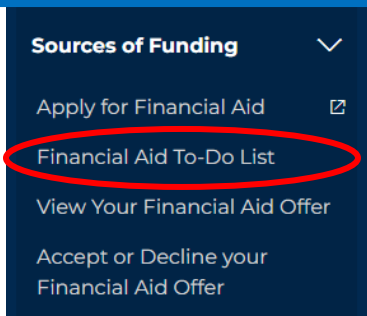
## How to Turn in Financial Aid Documents Electronically

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### Step 1: Log into your my.NWTC account



### Step 2: Open 'Sources of Funding' and click on 'Financial Aid To-Do List'

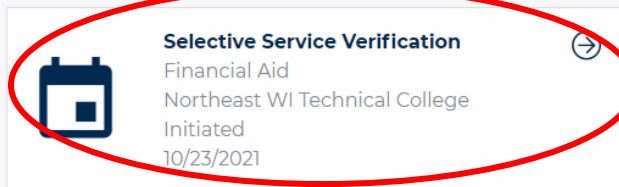


### Step 3: The following list is your current To-Do items

#### Financial Aid To-Do List

Forms needed to complete your financial aid

Click on an item to get more information.



This is just an example of some of the items that may be needed. Each student's To-Do List may require different documentation.

# Step 4: Click on the Link "Electronic Version"

Selective Service Verification

Aid Year 2022

Contact

**Due Date** 10/23/2021 **Contact** Financial Aid Office  
FINAID@NWTC.EDU

Description

Complete the Selective Service Verification worksheet and submit along with requested documentation.

To obtain this form, click on the link below. Print the form, complete it, and return to the Financial Aid Office.

To complete electronically, click on electronic version.

SELECTIVE SERVICE VERIFICATION    SELECTIVE SERVICE    FA UPLOAD DOCUMENTS    **ELECTRONIC VERSION**

The link will bring you to an fill in Adobe form which will allow you to sign electronically.



Options ▾ Please sign: 2021-22 Selective Service Verification

**Financial Aid** | finaid@nwtc.edu  
2740 W Mason Street  
Green Bay WI 54307-9042  
Phone: 920-498-5444 • Fax: 920-491-2619

**Student Information**

\*  \*   
First Name Last Name

\*   
Student ID:

**2021-22 Selective Service Verification**

The U.S. Department of Education indicates that you **are not** registered with the Selective Service Administration or that your registration status could not be confirmed. If required, you must be registered with the Selective Service to receive federal financial aid.

You are required to register with the Selective Service Administration if you:

- Were born a male,
- are at least 18 years old,
- were born after December 31, 1959,

**Check One**

- A copy of my "Registration Acknowledgement Letter" is attached.
- I was born a female and am not required to register with Selective Service.
- I am twenty-six years old or older and did not register with Selective Service.\*

\*  Attach Request for Status Information Letter from Selective Service.\*\*

\*  **Click to Attach File Attachment 1**

\*  Attach personal typed statement.

\*  **Click to Attach File Attachment 2**

Complete the form. Attach any documentation if required (depending on form type and options selected).

## Step 5: Sign Electronically

Sign

Type your signature here

Type first and last name. Click apply.

Close Apply

**Certification and Signatures**

Signing this worksheet certifies that all of the information reported on it is complete and correct.

Warning: Providing false or misleading information on this form may result in reduction or repayment of aid, fines and/or imprisonment in this and/or future years.

Signature:  09/23/2021  
Date

Email:

Failure to submit the requested information may prevent processing of your financial aid.

Then enter your email address in the box below the signature. And then "Click to Sign." The email address will need to be verified, so double check there are no errors.

Next

Signature:  Student (Sep 23, 2021)

Email:

09/23/2021  
Date

Failure to submit the requested information may prevent processing of your financial aid.

By signing, I agree to both this agreement and the [Consumer Disclosure](#).

Click to Sign

## Step 6: Verify Email Account

### Just one more step

We just emailed you a link to make sure it's you. It'll only take a few seconds, and we can't accept your signature on "2021-22 Selective Service Verification" until you've confirmed.

Go to your email account and find the email from "Adobe Sign [adobesign@adobesign.com](mailto:adobesign@adobesign.com)"



POWERED BY  
Adobe Sign

**NORTHEAST**  
WI Technical College

Financial Aid | fraid@nwc.edu  
2100 Wilson Street  
Green Bay WI 54207-8942  
Phone: 920-486-3444 | Fax: 920-481-2819

Student Information	
Student	Test
First Name	Last Name
Student ID	12345678

**2021-22 Selective Service Verification**

The U.S. Department of Education indicates that you are not registered with the Selective Service Administration or that your registration status could not be confirmed. If required, you must be registered with the Selective Service to receive Federal financial aid.

You are required to register with the Selective Service Administration if you:

- Were born in the U.S.
- are at least 18 years old,
- were born after December 31, 1953,
- are a U.S. citizen, an eligible non-citizen, or a male immigrant, and
- are not currently on active duty in the armed forces.

If you meet these requirements, you must submit verification of your registration to our office before your financial aid can be processed. Please attach a copy of your "Registration Acknowledgment Letter" from the Selective Service Administration. This document indicates your assigned registration number. If you do not have a copy of your letter, you can retrieve it from the Selective Service website at [www.ssa.gov](https://www.ssa.gov) or by calling (847) 458-6888.

Check One

A copy of my "Registration Acknowledgment Letter" is attached.

I am female and am not required to register with Selective Service.

I am twenty-six years old or older and did not register with Selective Service.  
 Attach Request for Status Information Letter from Selective Service.\*

Attach personal typed statement.


\*If you are twenty-six years old or older and not registered with Selective Service, you must complete the Request for Status Information Letter which is located at [www.ssa.gov](https://www.ssa.gov). Selective Service will review your document and send a letter to you. You must forward a copy of that letter along with a signed statement indicating why you failed to register for Selective Service to our Financial Aid office. This information will need to be reviewed before determining your financial aid eligibility.

\*If you came to the U.S. after your 20<sup>th</sup> birthday, you must submit proof of entry. Contact Financial Aid with any questions.

**Certification and Signatures**

Signing this worksheet certifies that all of the information reported on it is complete and correct.

Warning: Providing false or misleading information on this form may result in reduction or repayment of aid, fines and/or imprisonment in the and/or future years.

Signature:   
Email: fraid@nwc.edu

Date: 09/23/2021

Failure to submit the requested information may prevent processing of your financial aid.


Thank you for signing 2021-22 Selective Service Verification. To complete the process, you just need to confirm your email address using the link below. It will only take seconds.

[Confirm my email address](#)

Click to "Confirm my email address"

After you confirm your signature and other form participants have fulfilled their roles, all parties will receive a completed copy of 2021-22 Selective Service Verification as a PDF.

## Step 6: Complete!

 2021-22 Selective Service Verification - signed.pdf  
211 KB

After you confirm your email address, you will be sent a PDF of your completed form and a PDF will be sent to the Financial Aid Office.

Please allow 1-2 weeks for processing.



POWERED BY  
Adobe Sign



You're done signing  
**2021-22 Selective Service Verification**

[Open agreement](#)

Attached is the final agreement for your reference. You can also [open it online](#) to review its activity history.

Need your own documents signed? Adobe Sign can help save you time. [Learn more.](#)

To ensure that you continue receiving our emails, please add [adobesign@adobesign.com](mailto:adobesign@adobesign.com) to your address book or safe list.

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