

## STUDENT AID & SCHOLARSHIPS

### SELECTIVE SERVICE REQUIREMENT APPEAL PROCESS

Men residing in the U.S. and between the ages of 18 and 25 are required to register with the Selective Service System (SSS). This requirement covers men residing in the United States who are U.S. citizens or noncitizens. Men who are in the U.S. as lawful nonimmigrants are not required to register as long as they maintain that status. Students who are required to register with the Selective Service must do so to be eligible for FSA funds.

The Central Processing System that processes the FAFSA application performs a match with the Selective Service System to determine if required students are registered. If the match does not confirm the student's registration or the student cannot be registered, the student is not eligible for federal financial aid funds.

#### DIRECTIONS:

1. Submit a "Request for Status Information Letter" (attached) to the Selective Service System. You will need to wait to receive the Selective Service Status letter in the mail.
2. Once you have the Selective Service status letter, write a statement on the back of this form (or attach separate paper) explaining the reason for not registering with the Selective Service while between the ages of 18-25.
3. Provide supporting documentation for the reason for not registering.  
Examples could be:
  - High school records showing the student dropped out prior to age 18
  - Incarceration records showing incarceration between the ages of 18 and 25
  - Other legal documentation
  - If homeless, statements from homeless shelters that student resided in between the ages of 18 and 25.
4. Schedule an appointment to review your request by calling 253-589-5660 or visiting the Student Aid & Scholarships office. Bring this form, complete with the above required documentation to your scheduled appointment.



## Request for Status Information Letter

**VERIFY:** I am not registered with the Selective Service System and requesting a Status Information Letter.  
I am now 26 years old or older and was born after December 31, 1959.

**NOTE:** No action will be taken on this request unless ALL REQUIRED information / documentation with an asterisk (\*) are received (where applicable). **KEEP a copy of all documents and correspondence submitted.**

### Section 1:

\* Name \_\_\_\_\_  
\* First Name \* Middle Name \* Last Name

List any other names used \_\_\_\_\_  
Include any multiple last names

\* Current Mailing Address \_\_\_\_\_  
\* Street Address  
\_\_\_\_\_  
\* City \* State \* Zip Code

\* Social Security Number \_\_\_\_\_

\* Date of Birth \_\_\_\_\_  
\* Month / \* Day / \* Year

Daytime Telephone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

### Section 2:

MILITARY:

List dates of active duty service: \_\_\_\_\_ to \_\_\_\_\_

List dates of reserve duty service: \_\_\_\_\_ to \_\_\_\_\_

List dates of military school service: \_\_\_\_\_ to \_\_\_\_\_

Military school attended: \_\_\_\_\_

\* Attach copy of DD 214 (or DD Form 4 if still on active duty)

INCARCERATED  INSTITUTIONALIZED  HOSPITALIZED  HOME CONFINED :

\* List dates during which you were incarcerated, institutionalized, hospitalized, or confined to a home. For multiple dates, list all:

\_\_\_\_\_ to \_\_\_\_\_, \_\_\_\_\_ to \_\_\_\_\_, \_\_\_\_\_ to \_\_\_\_\_

\* Attach proof of each instance.

**NON-CITIZEN / UNDOCUMENTED IMMIGRANT:**

\* Date you entered the United States for the first time: \_\_\_\_\_  
\* Month / \* Day / \* Year

\* USCIS (formerly INS) status at time of entry: \_\_\_\_\_

\* **REQUIRED:** List all immigrant status(es) held since entering the country, and give dates:  
(Attach separate sheet if necessary)

_____	to _____	USCIS Status _____
_____	to _____	USCIS Status _____
_____	to _____	USCIS Status _____
_____	to _____	USCIS Status _____

\* **Attach copies of supporting documentation (see the included INSTRUCTIONS for details)**

**TRANSGENDER:**

At birth my gender was: \_\_\_\_\_

\*Attach copy of original birth certificate or similar documentation. If name on form is different from name on birth certificate due to name change, please include court order or other name change documentation.

\* **REASON WHY YOU FAILED TO REGISTER WITH SELECTIVE SERVICE UPON REACHING AGE 18 AND BEFORE REACHING AGE 26:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section 3:**

**IMPORTANT NOTE:** No action can be taken until we receive **ALL** required information / documentation with an asterisk (\*) are received. You should retain a copy of all documents and correspondence submitted to us.

Print, sign and date, and mail this letter to the address below, together with ALL copies of required documents and all other supporting information you may wish to include.

\_\_\_\_\_  
\* Signature

\_\_\_\_\_  
\* Date

Selective Service System  
ATTN: SIL  
PO Box 94638  
Palatine, IL 60094-4638

## INSTRUCTIONS

For filling out the "Request for Status Information Letter"

### SECTION 1:

- Name (required): you must provide your complete name, and any other names you have ever used. If you have more than one last name, you must provide both names.
- Address (required): you must include your complete mailing address. Forms received without a mailing address will not be processed.
- Social Security Number (required, if you have one): If you have a social security number, you must provide it. Also, if you have ever used a different social security number, provide it as well.
- Date of Birth (required): This form is only for men born after December 31, 1959, who are 26 years old or older. You must provide your complete date of birth.
- Daytime Telephone Number: If possible, provide a telephone number where you can be reached during the day, in case we need to contact you.
- Email Address: If possible, provide your email address in case we need to contact you.

### SECTION 2: (Requires dates and supporting documentation)

This section is for explaining and documenting why you did not register with Selective Service. This section consists of five different parts. You must complete and submit documentation for any and all parts that apply to you.

#### Military:

To obtain proof of military service (DD-214, Official Military Personnel File) write to: National Personnel Records Center, GSA, Military Personnel Records Center, 9700 Page Blvd., St. Louis, MO, 63132.  
Or visit <http://www.archives.gov/veterans/military-service-records>

#### Incarcerated, institutionalized, hospitalized, or home confined:

For each instance, provide type of confinement, dates of confinement, and supporting documentation.

#### Non-Citizen / Non-Immigrants:

If you entered the United States for the first time after your 26th birthday, you must provide documentation to support your claim. Valid documentation includes: entry stamp in your passport, I-94 with entry stamp on it. If you entered the United States illegally after your 26th birthday, you must provide proof that you were not living in the United States from age 18 to age 26. **Please note**: your Resident Alien Card (Green Card) is not proof of entry to the United States.

If you entered the United States as a valid non-immigrant, and remained in that status to your 26th birthday, you must provide documentation to support your claim. For example, if you entered the United States as an F-1 student, and remained in that status until your 26th birthday, you would need to provide documentation indicating that you were admitted on an F-1 visa and attended school full-time as required. (Acceptable documents for this situation include copies of your I-20s or a letter from the school you attended indicating your full time attendance as a non-immigrant). The same thing applies for all non-immigrant statuses. You must explain, if at any point, you violated the terms of your visa, or overstayed your visa and became an undocumented immigrant.

You should provide as much information as possible. We will use the information you provide to determine your registration status. A list of documents to provide can be found at:

<https://www.sss.gov/Portals/0/PDFs/DocumentationList.pdf>

## Transgender:

For individuals who have had a gender change. You must indicate what sex you were at birth, and attach documentation which indicates this as well. If your name has changed, please provide court orders or other name change documentation.

## Reason why you failed to register with Selective Service upon reaching age 18 and before reaching age 26:

Provide a written explanation for not registering with Selective Service.

## SECTION 3:

Sign and date the letter (**required**). Return this letter to the address listed with copies of supporting documents, showing proof and anything else you may wish to include. **IMPORTANT: Do not send original documents**, as they will not be returned. **You should retain a copy of all documents and correspondence submitted.**

## HELPFUL INFORMATION

- This form is designed to be printed for use, and cannot be submitted online. After printing, complete the form, attach **ALL** supporting documentation, and mail to: Selective Service System, ATTN: SIL, PO Box 94638, Palatine, IL 60094-4638.
- This form is for use only by men born after December 31, 1959, who are not registered and are now 26 years old or older.
- **This form is not a registration form, and by submitting it, you will not be registered.**
- If you feel that you have already registered, verify your registration on our website (**www.sss.gov**), or call our Registration Information Office at (847) 688-6888 to obtain your Selective Service registration number.
- We will issue a Status Information Letter based on the information you provide. This letter will clarify your status with Selective Service. **KEEP your status information letter from Selective Service in your permanent files for future reference.**
- If you are being denied a right, benefit, or privilege because you are not registered, submit a **copy** of your status information letter from Selective Service and a separate letter in which you explain in the best of your ability the reasons surrounding your failure to register, to the agency administering the right, benefit, or privilege. That agency will make the final determination regarding your eligibility. The Selective Service System does not determine your eligibility for any right, benefit, or privilege.

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**Remember to KEEP your original Status Information Letter in your permanent files.**

**April 23, 2020**