

EDUCATIONAL OPPORTUNITY FUND (EOF)
NEW JERSEY FINANCIAL AID MANAGEMENT SYSTEM (NJFAMS)
EOF CAMPUS PROGRAM GRADUATE APPROVED AND ELIGIBLE ROSTER PROCESSING
REQUEST FORM

Office of the Secretary of Higher Education
PO Box 542
Trenton, New Jersey 08625

All documents must be submitted via email to the EOF Central Office. This form may be submitted in either PDF, MS Word or JPEG image format to the identified individuals below. In addition to this form, programs must submit an electronic copy of your EOF "Approved and Eligible" roster. This roster should include only all graduate students with whom you are requesting for the EOF Central Office to move from a "qualified" to "awarded" status within NJFAMS. The EOF "Approved and Eligible" roster must be downloaded from the EOF portal within NJFAMS as an Excel document and must accompany the EOF Award Processing form. The Excel document must be reviewed prior to submission and must reflect the accurate demographic and award information for all selected students.

Certifications must be received by 12:00 pm (EST) on the identified EOF Graduate Grant Application deadline.

A copy of the above-described roster must be e-mailed to the OSHE/EOF Central Office with this form.

EMAIL TO: OSHE/EOF (EOF@oshe.nj.gov)

Please also copy your program liaison:

Dr. Hasani Carter (hasani.carter@oshe.nj.gov)
Peter Collazo (peter.collazo@oshe.nj.gov)
Hema Patel (hema.patel@oshe.nj.gov)
Dr. Stephanie Shanklin (stephanie.shanklin@oshe.nj.gov)

INSTITUTION: _____
PROGRAM: _____
DATE: _____

I hereby certify, as a representative of the educational institution named above, that the students that appear on the submitted roster have submitted the appropriate financial documentation to our office and have an EOF Graduate Grant application on file. This information has been reviewed for accuracy, processed in accordance with the instructions provided, and all students have been verified to be eligible for EOF. The payments requested for eligible students are in compliance with the Educational Opportunity Fund regulations. Any student requested to be approved to receive an EOF Graduate Grant that is subsequently found to be ineligible via a program audit will require the institution to cover these funds and remit a refund payment back to the State EOF Central office, effective immediately. By submitting this document, the institution also acknowledges that the students on this roster meet the standards of academic performance and progress required by the institution. Upon approval of the EOF Central Office, the above institution also recognizes that it is responsible for continuing to review the accuracy of each student's enrollment and must certify and request payment by all indicated deadlines.

(EOF Director – E-Signature)

(Telephone Number)

(EOF Director – Print)

(Date)

(Financial Aid Director – E-Signature)

(Telephone Number)

(Financial Aid Director – Print)

(Date)