

## **E-mailing the Financial Aid Office**

Please follow the following instructions when e-mailing the Financial Aid Office:

- 1. E-mail your questions and documents to: <a href="mailto:cuyamaca.financialaid@gcccd.edu">cuyamaca.financialaid@gcccd.edu</a>.
- Please include your full name and student ID number only.
  DO NOT provide us your Social Security Number or birthdate.
- 3. Do not submit any documents which have any Social Security Numbers (SSN) on them, unless you have redacted them (i.e. blacked them out so they are no longer readable). If you are not sure if the redacted SSN is readable or not, print out the document and hold it up to a light source. If you can see the SSN, then do not e-mail the document to us. Some software, like Adobe, allows you to redact sensitive information and it cannot be seen on a printed form.
- 4. Do not submit pictures of documents with any SSN on it.
- 5. For detailed information about your financial aid file, please e-mail your <u>Financial Aid Advisor</u>.