

# 7 Easy Steps to Applying for Financial Aid at City College of San Francisco



Federal School Code 012874

Financial Aid Office  
Cloud Hall Room 324  
50 Phelan Ave.  
San Francisco, CA 94112  
[www.ccsf.edu](http://www.ccsf.edu)

1. Apply for an FSA ID to electronically sign your FAFSA. Your parent, if you are a dependent, needs their own FSA ID. Go to: <https://fsaid.ed.gov/npas/index.htm>
2. Complete the FAFSA application online at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Enter City College of San Francisco school code: 012874. Select the IRS Data Match on your FAFSA application in order to expedite the processing of your financial aid file.
3. Once you receive your SAR (Student Aid Report), if you are selected for verification, go to the college website at [www.ccsf.edu](http://www.ccsf.edu) and select the "MyCCSF" link. Log into "WEB4" to view what financial aid documentation is needed. If you are not selected for verification, (Skip to Step 6) your financial aid file will be auto-packaged and no further action is required on your part.
4. Log into WEB4 to view documents required to complete verification. Students can download forms online. If you are asked to submit IRS income tax transcripts, these need to be included. The Financial Aid Office encourages you to select the IRS Data Match, if applicable, on your FAFSA application in order to expedite the processing of your financial aid file.
5. Processing of your financial aid file may take 5-6 weeks to complete from the date all documentation is submitted.
6. View your awards on line using WEB4. An award letter will also be emailed to your assigned CCSF email account.
7. View Disbursement Calendar on the Financial Aid website. You will receive a disbursement notification email to your CCSF email account when your file is completed and disbursement finalized.

**\*\*The Financial Aid Office will communicate via email with all students through CCSF email account**