

## SUBMITTING FORMS/ DOCUMENTS

Postal Mail	Rose State College Financial Aid Office 6420 S.E. 15 <sup>th</sup> St. Midwest City, OK 73110
Facsimile (Fax)	(405) 736-0359

Per the U.S. Department of Education Cybersecurity regulations, our office **cannot** accept any documents which contain Personally Identifiable Information (PII) **via email**. Please be advised that any document(s) sent to our office (*via email*) that contain Personally Identifiable Information (PII) **will not be accepted AND will be destroyed**.

Examples of PII that should **not** be sent via email include, but are not limited to:

- . W-2 form(s)
- . Social Security Card,
- . Birth Certificate,
- . Citizenship documents,
- . Government issued ID/driver license card,
- . U.S. Passport

If you sent any document(s) that contain Personally Identifiable Information (PII) such as those described above, you must resend the document(s) to our office by another means such as: in-person, fax or mail (USPS).

In-Person	Mailing Address	Fax:
Financial Aid Office	Rose State College Financial Aid Office 6420 S.E. 15 <sup>th</sup> St. Midwest City, OK 73110	(405) 736-0359

Documents and forms that **do not** contain PII can be sent to our office via email ([finaid@rose.edu](mailto:finaid@rose.edu)), fax (405.736.0359) or by mail to: Rose State College, Financial Aid Office, 6420 S.E. 15<sup>th</sup> St., Midwest City, OK 73110

For your security, documents **that contain** Personally Identifiable Information should be sent to our office via fax (405.736.0359) or by mail to: Rose State College, Financial Aid Office, 6420 S.E. 15<sup>th</sup> St., Midwest City, OK 73110