

AMERICOPRS INSTRUCTIONAL SHEET

- **ALL** College of Extended Learning students using AmeriCorps Educational Awards **MUST** submit **A MANUAL AMERICORPS PAPER VOUCHER**. The electronic disbursement system is **NOT** available to CEL students.

- **ALL AMERICORPS VOUCHER** must be turn in before or by the student's fee payment due date, to prevent from being non-payment drop. ***Due to CEL payment deadline, CEL will place you on CEL Third Party Contract BUT a screen shot of your AMERICORPS MANUAL VOUCHER must be turn in to subsidy@sfsu.edu

- To redeem your Manual Award voucher, please follow these steps:
 - 1) Request a manual AmeriCorps Educational Award voucher by logging into your *My AmeriCorps* at <https://my.americorps.gov/mp/login.do>

 - 2) One the left side, click on "Create Education Award Payment Request" and fill out all the requested information **EXCEPT** in the **INSTITUTION INFORMATION** section, select "*Search for an Institution*" and click on "**NOT FOUND**" button.

 - 3) Type in following information:

SF State – College of Extended Learning
Attention: CEL Subsidy Specialist – Cheryle Thao
1600 Holloway Ave
ADMIN 450
San Francisco, CA 94132

 - 4) Click in **SUBMIT**.

Note: Please ignore the message "Not in system... 30 days to process".

NOTE: If you **CANNOT** request for a manual AmeriCorps voucher via online, please contact AmeriCorps directly at **1-800-942-2677**.

***To prevent student from CEL nonpayment drop, CEL can place the student on CEL Third Party Contract, **IF** a screen shot of the student's AMERICORPS MANUAL VOUCHER is sent to CEL Subsidy Specialist via email: subsidy@sfsu.edu or fax: 415.338.7290 ***