

# 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](mailto: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](mailto:subsidy@sfsu.edu) or fax: 415.338.7290 \*\*\*