

Guide to Requesting Your AmeriCorps Award

If you have been selected for an AmeriCorps Award, follow these steps to complete your award request.

1. Go to the AmeriCorps My Education Award Base Page at <http://www.americorps.gov/>
2. Click on "My Education Award" on the menu on the left side
3. Click on "Create Education Award Payment Request" on the menu on the left side; it brings you to this screen:

HOME

My AmeriCorps

Segal Educational Award Payment Request

To complete your Education Award payment request, please verify that your personal information is correct, enter in the amount of money you are authorizing, choose a payment type, and select your Institution. Upon completing the form, click the "submit" button to forward your request.

[Click here for help.](#)

My Information

Name:
Preferred Name:
Date of Birth:
NSPID:
SSN:
E-mail:

Permanent Address:
Home Phone Number:
Work or Other Phone Number:

Mailing Address:
Home Phone Number:
Work or Other Phone Number:

AmeriCorps Service Date:
Available Balance:
* Payment Type:

* Amount Authorized:

Institution Information (Search for Institutions)

Institution Name
Correspondence Address:
Payment Address:

Certify and Submit

I authorize the amount indicated above to be paid to the loan holder or educational institution named above.

I certify that I have not been convicted, since the completion of my term of service or receipt of my transferred award amount, of the possession or sale of a controlled substance. (If you are unable to make this certification please contact the help desk at 1-800-942-2677 to find out what you must do to be eligible to use your award.)

I further certify that I have received a high school diploma or its equivalent.

I authorize the release of any loan information to the National Service Trust.

I certify that all of the information I have provided is true and correct. I understand that a knowing and willful false

4. Enter your personal information.
5. Click on "Search for Institutions" next to Institution Information in the middle of the page.

6. This screen will open:

Corporate for
NATIONAL & COMMUNITY SERVICE

My AmeriCorps
Your Place to Manage Your AmeriCorps Experience

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FONT SIZE: Default | Large

HOME

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Search Institutions

To search for an institution use any or all of the fields below and click the search button. Hints:

- **When searching for a school**, try searching by state first for best results, but try more than one possibility if nothing comes up.
- **When searching for a loan holder**, enter the first letter of the name (there may be more than one version of it, for example, AES and American Educational Service). Loan holders may have multiple addresses but they have only one payment address in this system (for example, Sallie Mae has one payment address, which happens to be in Pennsylvania).
- For **US Dept. of Education** loans, please search under Direct Loans.

Click here for help.

Name:

City:

State:

Zip:

search

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5. Type in Columbia next to “Name” for the search as shown above.

6. The following search results will appear:

My AmeriCorps Institution Search: Results

Below is a list matching the criteria you entered. Please select an institution from the list below by clicking on its name. If you cannot find your institution, either search again or choose "not found".

Results 1 Through 10 1 | 2 Next Last
Your search returned 11 results.

Name	Street Address	City	State	Zip	Title IV Eligible	VA Approved
Columbia Basin College	Business Office	Pasco	WA	99301	Yes	No
Columbia College	Accounting	Columbia	MO	65216	Yes	No
Columbia College - Caguas	Finance Office	Caguas	PR	00726	Yes	No
Columbia College - Chicago	Student Financial Services	Chicago	IL	60605	Yes	No
Columbia College - Sonora, CA	Financial Aid Office	Sonora	CA	95370	Yes	No
Columbia Gorge Community College	Business Office	The Dalles	OR	97058	Yes	No
Columbia International University	Student Financial Services	Columbia	SC	29230	Yes	No
Columbia Southern University	Business Affairs	Orange Beach	AL	36581	Yes	No
7.a) Columbia University	Office of Financial Aid	New York	NY	10027	Yes	No
7.b) Columbia University - Morningside Campus	Student Service Center	New York	NY	10027	Yes	No

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7. (a) If you are an undergraduate in Columbia College or the School of Engineering and Applied Sciences (SEAS), please choose:

Columbia University (Office of Financial Aid)

(b) For all other schools (including CUMC), please choose:

Columbia University – Morningside Campus (Student Service Center)