

**EDUCATIONAL OPPORTUNITY FUND (EOF)  
NEW JERSEY FINANCIAL AID MANAGEMENT SYSTEM (NJFAMS)  
EOF CAMPUS PROGRAM UNDERGRADUATE APPROVED AND ELIGIBLE ROSTER  
PROCESSING REQUEST FORM**

Office of the Secretary of Higher Education  
PO Box 542  
Trenton, New Jersey 08625

All documents must be submitted via email to the EOF Central Office. This form may be submitted in either a PDF, MS Word or JPEG image format to all identified individuals below. In addition to this form, programs must submit an electronic copy of your EOF "Approved and Eligible" roster. This roster should include all students with whom you are requesting for the EOF Central Office to move from a "qualified" to "awarded" status within NJFAMS. The EOF "Approved and Eligible" roster must be downloaded from the EOF portal within NJFAMS as a CSV file (Excel document) and must accompany the EOF Award Processing form. The excel document must be reviewed prior to submission and must reflect the accurate demographic and award information for all selected students. Students who are listed as either incomplete or under verification within NJFAMS should not be included.

**Certifications must be received by 12:00 pm (EST) on the identified roster processing date.**

A copy of the above described roster must be e-mailed to the OSHE/EOF Central Office with this form.

**EMAIL TO:** OSHE/EOF ([EOF@oshe.nj.gov](mailto:EOF@oshe.nj.gov))

Please also copy your program liaison:

Dr. Hasani Carter ([hasani.carter@oshe.nj.gov](mailto:hasani.carter@oshe.nj.gov))  
Peter Collazo ([peter.collazo@oshe.nj.gov](mailto:peter.collazo@oshe.nj.gov))  
Hema Patel ([hema.patel@oshe.nj.gov](mailto:hema.patel@oshe.nj.gov))  
Dr. Stephanie Shanklin ([stephanie.shanklin@oshe.nj.gov](mailto:stephanie.shanklin@oshe.nj.gov))

**INSTITUTION:** \_\_\_\_\_

**PROGRAM:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

I hereby certify, as a representative of the educational institution named above, that the submitted roster has been reviewed for accuracy, processed in accordance with the instructions provided, and that payments requested for eligible students are in compliance with the Educational Opportunity Fund regulations. Any student requested to be approved as Non-Funded will have a zero (\$0) dollar amount within the grant award line. Students on this roster meet the standards of academic performance and progress required by this institution. Upon approval of the EOF Central Office, the above institution also recognizes that it is responsible for certifying and requesting payment by all indicated deadlines.

\_\_\_\_\_  
(EOF Director – E-Signature)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(EOF Director – Print)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Financial Aid Director – E-Signature)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(Financial Aid Director – Print)

\_\_\_\_\_  
(Date)