



- DCTAG
- Application Walk Through

*** All data used are for demonstration purposes only.**

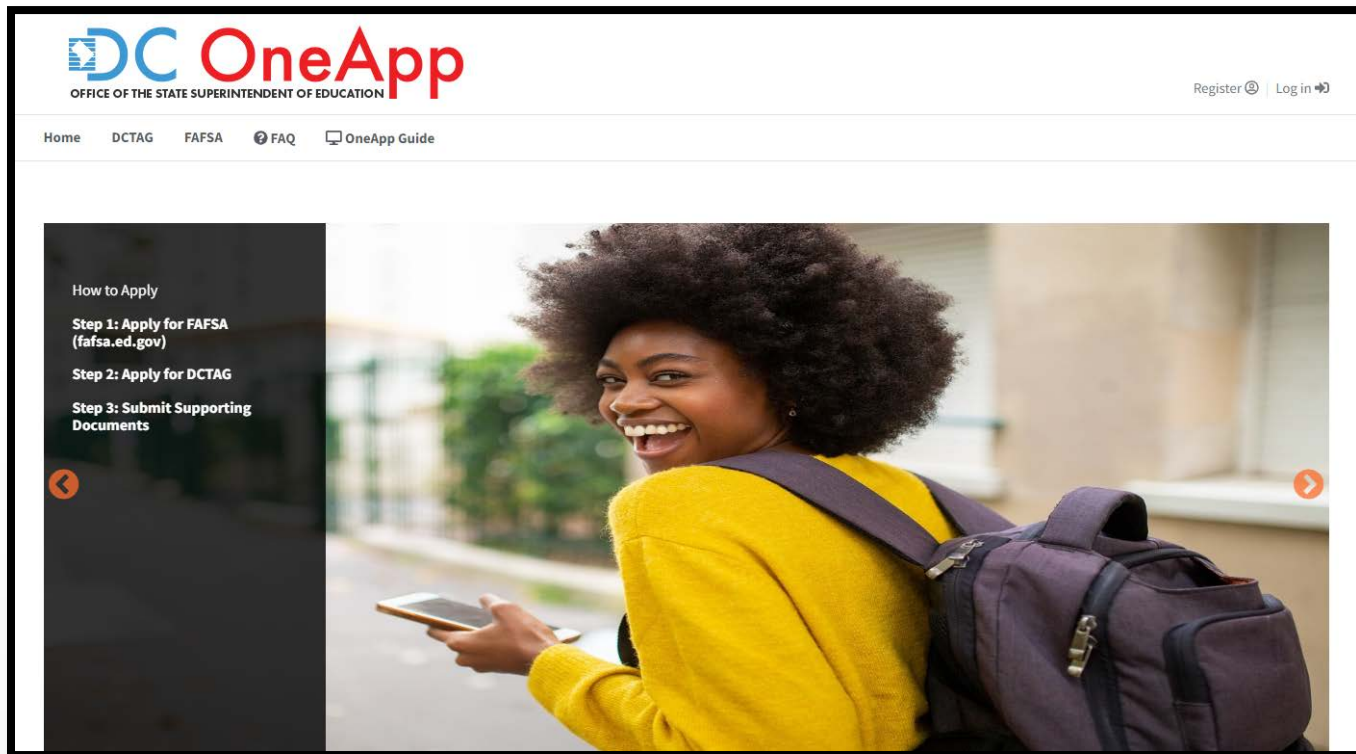




How to Register

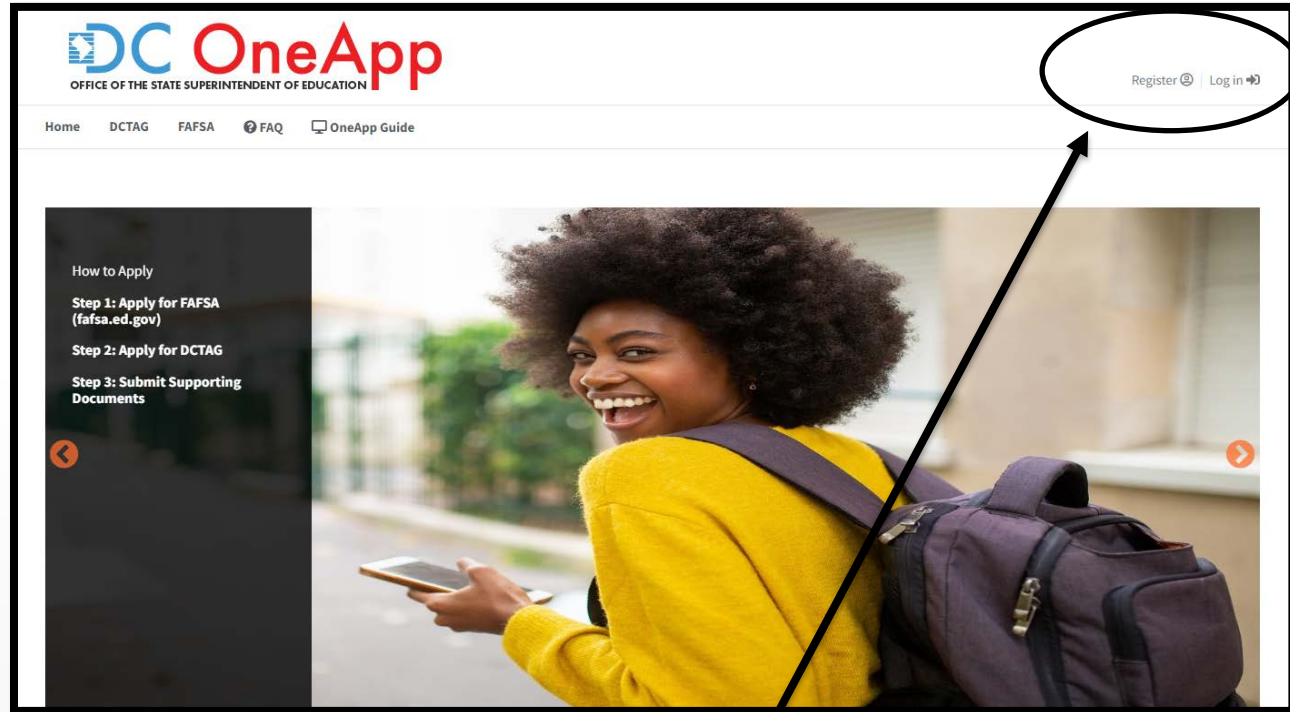
DCTAG Home Page

Website - dconeapp.dc.gov/



Registration Page (First-Time Student/Applicant)

You can complete a registration by clicking on the “Register” button.



Registration Page - 1 of 3

All fields marked with a “**mandatory**” are required

[Home](#)

I have previously received a Bachelor's Degree?

No

Yes

Warning: If you have a Bachelor's Degree you are not eligible for the DCTAG Program.

Account settings

Email (mandatory)

The email address is not made public. It will only be used if you need to be contacted about your account or for opted-in notifications.


Attention
Please make sure you entered your own Email Address to be registered.
Please do NOT enter your school email address

First Name (mandatory)

Last Name (mandatory)

Suffix (name)

DOB (mandatory)


Date of birth (mm/dd/yyyy)

Gender (mandatory)

Race And Ethnicity (mandatory)

Registration Page - 2 of 3

All fields marked with a “**mandatory**” are required

Social Security Number

Social Security Number (mandatory)

Confirm Social Security Number (mandatory)

This is the Confirm Social Security Number. The value must match the Social Security Number field.

High School/GED (mandatory)

Please select from Drop down

High School/GED Graduation Month and Year (mandatory)

High School GPA (mandatory)

When did/do you begin your first year in college? (mandatory)

Address

Street address (mandatory)

Apartment/Suite

City (mandatory) **State (mandatory)** **Zip code (mandatory)**

Registration Page - 3 of 3

All fields marked with a “**mandatory**” are required

DC Quadrant

- None -

The geographical quadrants in Washington, D.C.

DC Ward

- None -

The Wards in the Washington, D.C.

Phone Type

- Select a value -

Direct Phone Number (mandatory)

Please enter your mobile number.

I am a student (an applicant). (mandatory)

You should be an student (or future student at college) to register here.

CAPTCHA

Math question (mandatory)

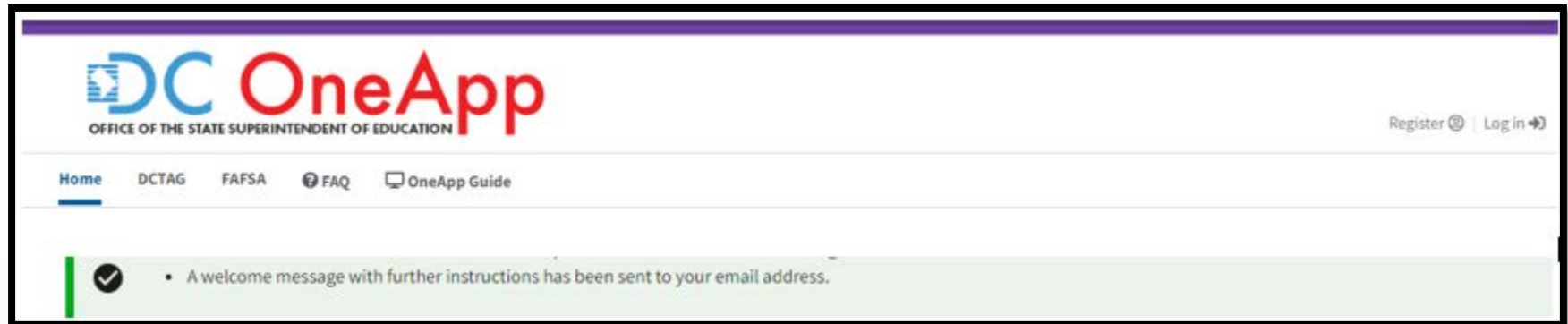
14 + 4 =

Solve this simple math problem and enter the result. E.g. for 1+3, enter 4.
This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

[Create new account](#)

After successfully completing the registration, you will receive this confirmation message.

Then, an email will be sent to your provided address.



Registration email to create password

Click on the link to create a password.

Test Curtis-Test,

Thank you for registering at DC One App. You may now log in by clicking this link or copying and pasting it into your browser:

<http://dconeapp3.staging.osse.dc.gov/user/reset/89709/1610565957/Y68TtwOpBb4mT95g0ZqdrGAWUW9jk5CgTiak8f2M9fg>

This link can only be used once to log in and will lead you to a page where you can set your password.

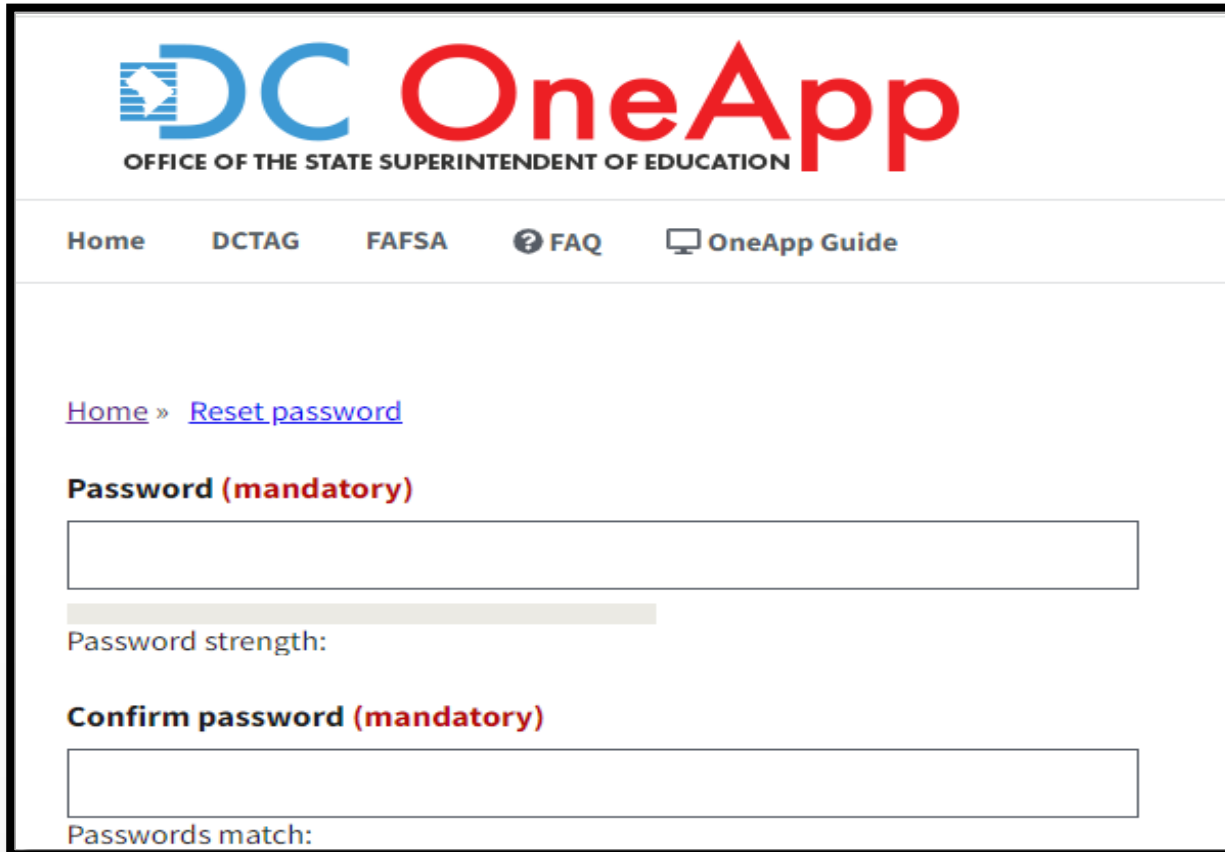
After setting your password, you will be able to log in at <http://dconeapp3.staging.osse.dc.gov/user> in the future using:

username/email address: melanie6@gmail.com

password: Your password you create

-- DC One App team

Create password page



The screenshot shows the DC OneApp password creation page. At the top, the DC OneApp logo is displayed, with "DC" in blue and "OneApp" in red. Below the logo is the text "OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION". A navigation bar contains links for "Home", "DCTAG", "FAFSA", "FAQ", and "OneApp Guide". The main content area shows a breadcrumb trail "Home » Reset password". The "Password (mandatory)" field is empty, with a strength indicator below it. The "Confirm password (mandatory)" field is also empty, with a "Passwords match:" label below it.

DC OneApp
OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION

[Home](#) [DCTAG](#) [FAFSA](#) [FAQ](#) [OneApp Guide](#)

[Home](#) » [Reset password](#)

Password (mandatory)

Password strength:

Confirm password (mandatory)

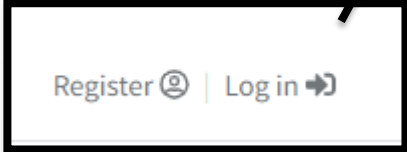
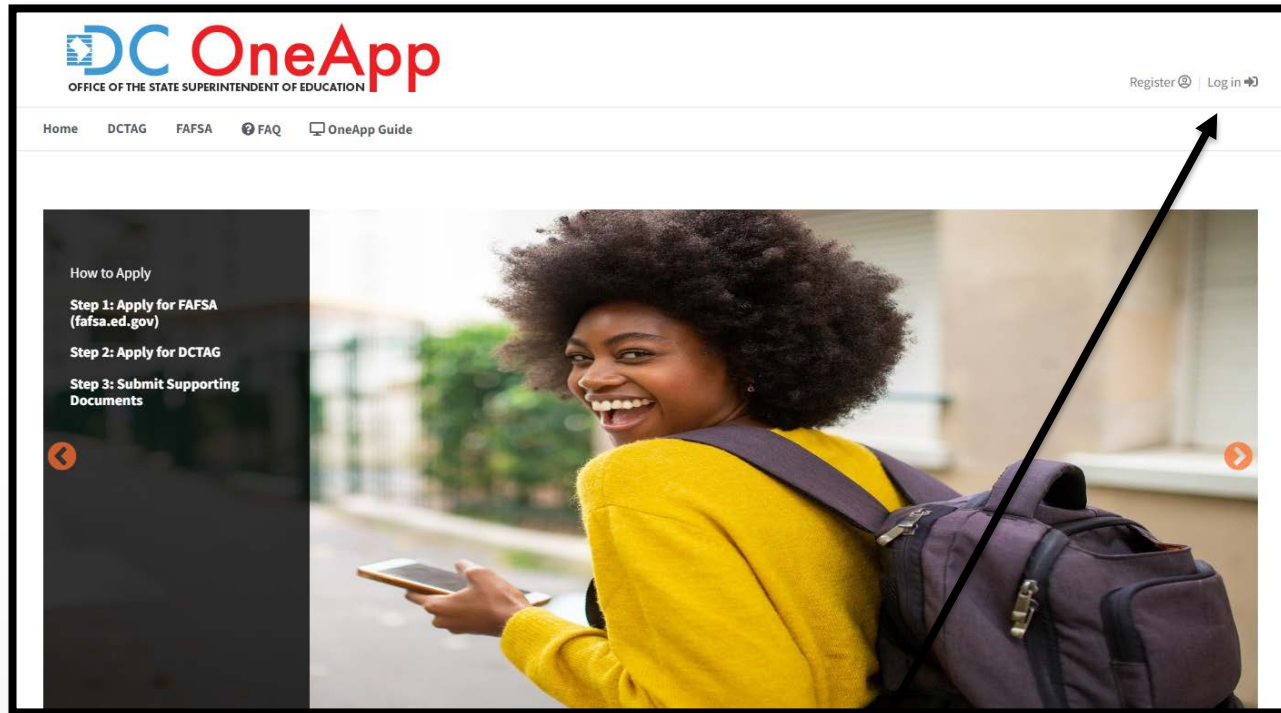
Passwords match:



How to Log in

Log In (Returning Student/Applicant)

You can log in to the application by clicking on the “Log in” button.



When you log in This page has two components

Student Tabs

Line Menu

The screenshot displays the DC OneApp interface. At the top left is the logo for the Office of the State Superintendent of Education (OSSE) with the text "DC OneApp" and "OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION". Below the logo is a navigation bar with links for "Home", "Contact", and "OneApp Guide". On the right side of this bar are "My account" and "Log out" with an external link icon. A secondary navigation bar contains icons and labels for "Application", "D40 Authorization", "Upload Documents", "Payment History", "College / University Transfer", "Correspondence", and "Provided Documents". At the bottom left, there is a "Home" link and three blue buttons: "View Profile", "Edit Profile", and "Student Dashboard".

Line Menu

| | |
|------------------------------------|---|
| Home: | This will take you to the front page of the application |
| Contact: | Click here to review the DCTAG advisor list |
| OneApp Guide | Click here to review the guide for the application |
| Application: | Click here to complete an application |
| D40 Authorization: | Click here to complete the D40 authorization |
| Upload Documents: | Click here to upload your supporting documents |
| Payment History: | Click here to view your payment history |
| College/University Transfer | Click here to change your DCTAG college/university |
| Correspondence: | Click here to view your DCTAG correspondence (letters) |
| Provided Documents | Click here to view the documents you provided |

Student Tabs

View Profile

Edit Profile

Student Dashboard

View Profile:

Click here to view profile

Edit Profile:

Click here to edit your profile

Student Dashboard:

Click here to view applications (by year).

You can also review the status of your application

Creating a new application



Create a new application

In order to complete the application please complete the seven steps as follow:



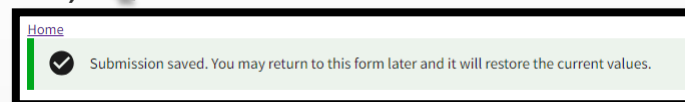
While going through the seven steps you can:

-click on save draft button to save the data if you need to exit the application

(you will receive this message when clicking save draft)

-click on previous step to return previous page

-click on next step button to advance to the next page



Create a new application

Personal Information 1 of 2

Program Year (mandatory)

DCTAG 2024-2025

Expected College/University planning to attend (mandatory)

Please select from dropdown

College Classification/Year (mandatory)

- Select -

College GPA (mandatory)

- Select -

First Name

Melanie

Last Name

Testing

Suffix

Social Security Number (Last 4)

4874

Date of Birth

01-01-2006

Gender

Female



Personal Information 2 of 2

| | | | |
|----------------------------|--|------------------|------|
| Street Address | Quadrant | Apartment/Suite | |
| 1050 First Street NE | NE | | |
| City | State | Zip Code | Ward |
| Washington | DC | 20002 | 1 |
| High School/GED | High School/GED Graduation month and year | High School GPA | |
| Ballou HS - DC | 05-2024 | 2.00 to 2.99 | |
| Email | When did/does the applicant begin their first year in college? | | |
| test@test.com | 08-2024 | | |
| Race and Ethnicity | Phone Type | Phone Number | |
| Choose Not to Specify | Mobile Number | +1(202) 222-2222 | |
| Save Draft | Next Step | | |



Student Dependency Questions 1 of 3

All questions below are for the Applicant (Student)

As of today, are you married?


Yes

No

Do you have children who will receive more than half of their support from you between July 1, 2024 and June 30, 2025?

Yes

No

Is the applicant a ward of the court as determined by DC Child and Family Services (CFSA)? 


Yes

No

As of today, are BOTH of your parents deceased?

Yes

No

Does someone other than your parent have legal guardianship of you, as determined by the courts? 

Yes

No

As of today, are you homeless?

Yes

No

Save Draft


Previous Step

Next Step

Student Dependency Questions 3 of 3


(Homeless menu will only display if you select homeless)

Homeless questions

As determined by the courts, are you an emancipated minor? 


Yes

No

At any time on or after July 1, 2023, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless? 

Yes

No

At any time on or after July 1, 2023, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless? 

Yes

No

At any time on or after July 1, 2023, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

Yes

No

[Save Draft](#) [Previous Step](#) [Next Step](#)

Parent/Legal Guardian Registration

Based on the dependency answers provided the system will determine if you are independent or a dependent student.

Independent applicant/students will see question below allowing you to register your parent if you are using their source of income.

1 Personal Information

2 Student Dependency Questions

3 **Parent/Guardian Registration**

4 Affirmations

5 Source of Income

6 Preview

7 Complete

Would you like to register your Parent/Guardian ? *

Yes

No

Parent/Legal Guardian Registration

Based on the dependency answers provided the system will determine if you are independent or a dependent student.

Dependent applicant/students will be required to register your parent.

Parent/Guardian Registration

Parent/Legal Guardian Relationship to the applicant

- Select -

First Name

Last Name

Phone Type

- Select -

Phone Number

Date of Birth

02/07/2024

Please pick the date or enter in mm/dd/yyyy format.

Social Security Number

Confirm Social Security Number

E-mail address

Confirm email

Save Draft Previous Step Next Step



Affirmations (Student & Guardian)

You are required to sign the affirmation by clicking the box(es)

1 Personal Information 2 Student Dependency Questions 3 Parent/Guardian Registration 4 Affirmations 5 Source of Income 6 Preview 7 Complete

LEGAL DISCLAIMER

OSSE uses the information provided in the DC OneApp application to determine if the student is eligible to receive student financial aid. Sections 3(c) and 5(d) of the District of Columbia College Access Act of 1999, as amended (Pub. L. No. 206-30, D.C. Official Code §§ 20-2702(e) and 38-2704(d)) authorize OSSE to ask the student and the student's parents, legal guardians, or other person providing more than 50 percent of financial assistance the questions provided in the application, and to request a Social Security Number to verify identity and retrieve any records to help us determine eligibility for any and all DC Grants for which the student is applying.

All DC OneApp applicants must provide the Applicant Affirmation Statement below. Further, all applicants and individuals through which the student is establishing District of Columbia domicile must sign this consent to share information for limited purpose. Finally, all parents, guardians, spouses or other persons that (1) provide more than 50 percent of the applicant's financial support of dependent DC OneApp applicants; and (2) are domiciled in the District of Columbia must sign and date the Provider of Financial Support Affirmation Statement.

Applicant Affirmation Statement

I do hereby affirm the following:

I am domiciled in the District of Columbia. I have not received my first undergraduate baccalaureate degree. I am not enrolled in a graduate or professional degree program. I am not in default on any loans Title IV of the Higher Education Act of 1965, and I do not owe a refund for funds previously received under Title IV; or I have made satisfactory arrangements for repayment. If I am a male 18-25 years of age, I have either registered with Selective Service or provided documentation that complies with the rules justifying my non-registration with Selective Service. All information provided on this form and the attachments is accurate, complete and true to the best of my knowledge. I understand that I have an affirmative responsibility to inform the Office of the State Superintendent of Education (OSSE) of any changes to the information provided in this form and the attachments, including changes to my place of domicile, income, tax information, or Student Aid Report (SAR). I understand that knowingly providing false information may disqualify my DC OneApp application from consideration and may make me subject to fines or imprisonment in accordance with Federal and District of Columbia laws.

Consent to Share Information for Limited Purpose

Your signature below gives your consent to authorize OSSE's re-disclosure of the following information provided to it by an institution of higher education:

Information designated as "directory information" by the institution of higher education, which may include the student's name, address, telephone number, date and place of birth, honors and awards, and dates of participation in financial assistance programs; Enrollment information, which may include the student's credit hours, enrollment status, year in college, degree sought, dependency status, cumulative GPA, whether the student is achieving satisfactory academic progress, and the student's first year in college; Tuition costs; and Total amount of financial aid awarded.

Additionally, your signature below gives your consent to authorize OSSE's disclosure of any information on the DC OneApp application, including family history, academic history, and contact information of the student and/or parent/legal guardian, or other individual through which District domicile is established.

The purpose of disclosing the above information is to verify a student's identity and application, enrollment, payment, eligibility, or residency status with certain third parties. The third parties to whom OSSE may disclose the above data include local education agencies at which the student previously enrolled, local scholarship organizations, a student's parents, legal guardians, and/or other family members, colleges or universities to which the student has applied for admission or in which the student is enrolled. OSSE may also provide the above information provided as part of the DC OneApp application to certain third parties OSSE has authorized to assist in administering the programs for which the student has applied through submission of the online DC OneApp.

I understand that by signing this statement, I am also verifying the accuracy of the completed DC OneApp application and giving the District of Columbia permission to verify any information provided. I further agree to provide information that will verify the accuracy of the completed DC OneApp application, if requested. This information may include my Federal or DC or other state income tax returns. Also, I certify that I understand that a representative of OSSE has the authority to verify information reported on my DC OneApp with the DC Office of Tax and Revenue and other federal or local agencies. If I purposely give false or misleading information at any point in the application process, I may be subject to penalties or fines. (D.C. Code 92-381.02)

My signature below authorizes OSSE, on behalf of the District of Columbia, to have full and complete access to the student's academic, financial and enrollment records at the college/university the student attends or will attend. This is being done to assist in the successful completion of the student's undergraduate education.

Applicant (student) e-Signature (mandatory)

Applicant (Student) e-Signature Date (mandatory)
02/07/2024

PROVIDER OF FINANCIAL SUPPORT AFFIRMATION STATEMENT

The parent, guardian, spouse or other person that (1) provides more than 50 percent of the applicant's financial support of dependent DC OneApp applicants; and (2) are domiciled in the District of Columbia must sign this Affirmation Statement. If you do not meet this criteria, you are not required to sign this affirmation but must contact an OSSE staff member to determine District of Columbia domicile for the applicant.

I do hereby affirm that domicile of the DC OneApp applicant may be established through me because:

I am the dependent DC OneApp applicant's parent, guardian, or other person that provides more than 50 percent of the applicant's financial support; I am domiciled in the District of Columbia; and I have attached: a certified copy of my DC tax return (D-40) with a Schedule S that reflects the applicant as my dependent for all qualifying years; or if I am not required to file a DC tax return (D-40), I have attached official documentation reflecting my income such as: TANF, SNAP, food stamps, retirement/annuity, Social Security, Unemployment, Worker's Compensation Disability, or Veterans Administration.

Parent, Legal Guardian, or person providing more than 50% of student's welfare Signature (mandatory)

Parent/Guardian e-Signature Date (mandatory)
02/07/2024

[Save Draft](#) [Previous Step](#) [Next Step](#)



Source of Income

Select the source of income from the dropdown list.

Confirm your selection by checking the box “Applicant (Student) I agree”

1 Personal Information 2 Student Dependency Questions 3 Parent/Guardian Registration 4 Affirmations 5 **Source of Income** 6 Preview 7 Complete

Source Of Household Income (mandatory)

- Select -

I Agree (mandatory)

Save Draft **Previous Step** **Preview**

- Select -
- Certified District of Columbia Taxes (D-40 Certification)
- Homeless Verification Letter
- Ward of the court
- 12 month 1099 Social Security Income (SSI) or Social Security Disability Income (SSDI) (Jan through Dec of Previous Calendar Year)
- 12 month Child Support (Jan through Dec of Previous Calendar Year)
- 12 month Retirement/Annuity Document (Jan through Dec of Previous Calendar Year)
- 12 month Temporary Assistance for Needy Families (TANF/Food Stamps) (Jan through Dec of Previous Calendar Year)
- 12 month Unemployment Benefit (Jan through Dec of Previous Calendar Year)
- 12 month Workman Compensation Disability (Jan through Dec of Previous Calendar Year)

Source of Income - TANF/Food Stamps

If you select TANF/Food Stamps as your source of income you may be required to answer an additional question.

Source Of Household Income (mandatory)

12 month Temporary Assistance for Needy Families (TANF/Food) ⌵

TANF

12 month Temporary Assistance for Needy Families (TANF/Food Stamps) (Jan through Dec of Previous Calendar Year)

Individuals who receive Temporary Assistance for Needy Families (TANF) or Supplemental Nutrition Assistance Program (SNAP or “Food Stamps”) can request for DCTAG to verify your receipt of TANF or SNAP benefits with the District’s Department of Human Services. DCTAG uses this information solely for the purpose of District residency verification to determine DCTAG eligibility.

If you would like to request for DCTAG to pull your TANF/SNAP benefits, please download this form:
[OSSE-DHS Release of Information PDF Document](#)

Once you have completed the form, please upload to the DCONEAPP portal by clicking on Upload Documents.

TANF Statement from ESA

Request a 12-month (January-December) TANF statement from the Economic Security Administration (ESA) Service Centers. To locate your local ESA Service Center, please visit: <http://dhs.dc.gov/service/find-service-center-near-you>

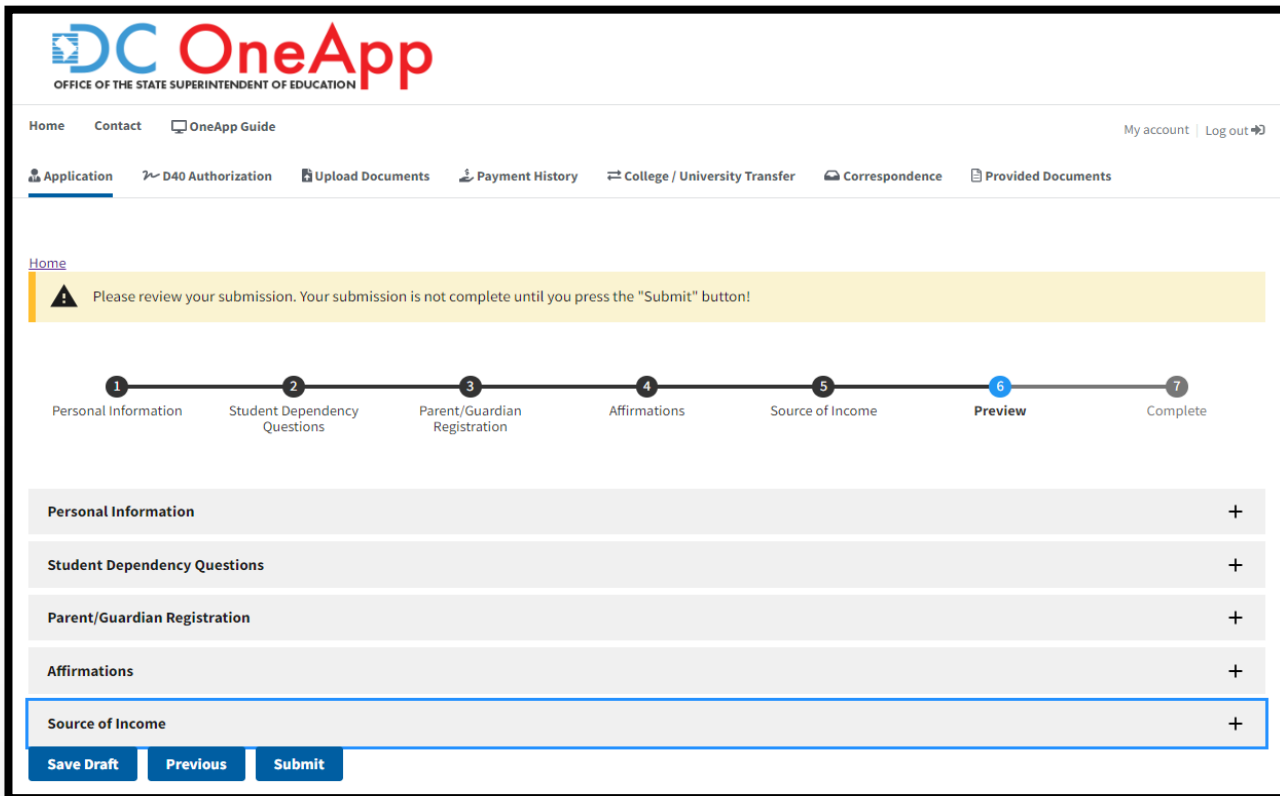
I Agree (mandatory)

[Save Draft](#) [Previous Step](#) [Preview](#)

Preview Page

This is the page to preview all of the information you entered.

Please review your submission. Your submission is not complete until you press the “Submit” button. This is the last step to make any corrections on your application.



The screenshot shows the DC OneApp interface for the Office of the State Superintendent of Education. The page title is "DC OneApp" with the subtitle "OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION". The navigation menu includes "Home", "Contact", and "OneApp Guide". The user's account information "My account | Log out" is visible in the top right. The main navigation bar contains "Application", "D40 Authorization", "Upload Documents", "Payment History", "College / University Transfer", "Correspondence", and "Provided Documents". A yellow warning banner at the top states: "Please review your submission. Your submission is not complete until you press the 'Submit' button!". Below the banner is a progress indicator with seven steps: 1. Personal Information, 2. Student Dependency Questions, 3. Parent/Guardian Registration, 4. Affirmations, 5. Source of Income, 6. Preview (highlighted in blue), and 7. Complete. A list of sections follows, each with a plus sign: Personal Information, Student Dependency Questions, Parent/Guardian Registration, Affirmations, and Source of Income. At the bottom, there are three buttons: "Save Draft", "Previous", and "Submit".

Checklist

Once you complete your application you will receive the checklist which displays the next steps and the required supporting documents needed.

Home Contact OneApp Guide My account | Log out ↗

Application D40 Authorization Upload Documents Payment History College / University Transfer Correspondence Provided Documents

[Home](#)

✓ Thanks for Submitting your Application

Thank you for submitting the application!

You have completed the first step of the DC Tuition Assistance Grant (DCTAG) Application for the academic year 2024-2025.

The **next step** is to submit your required documents. Please upload these documents listed below at [Upload Documents!](#):

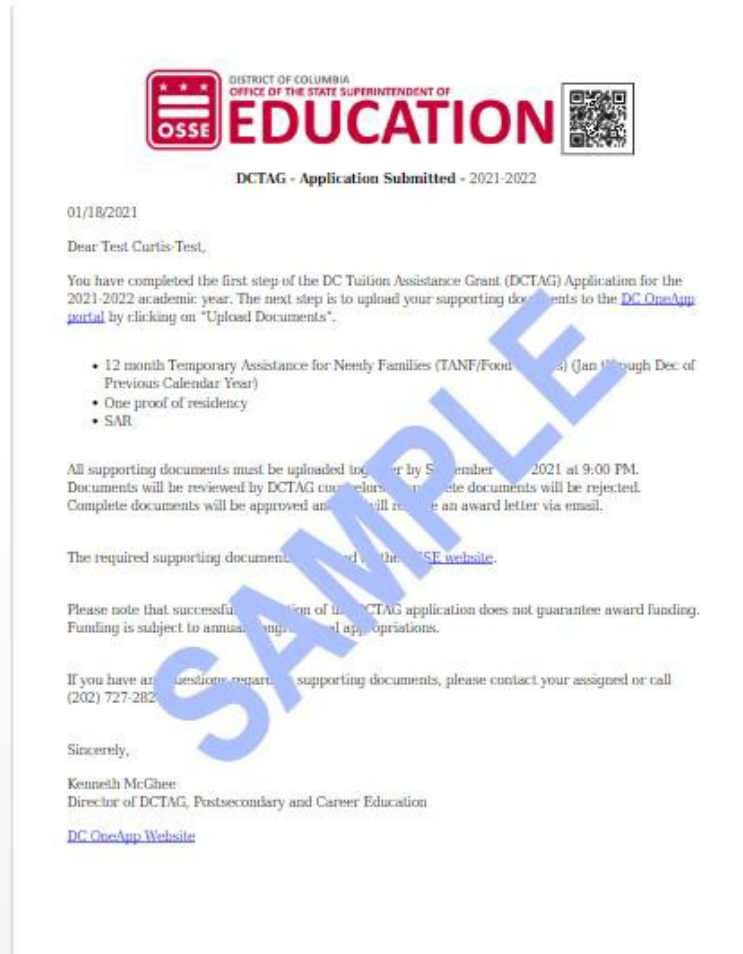
| Supporting Documents | Domicile Year(s) |
|---|------------------|
| <ul style="list-style-type: none">• Certified D-40 Tax Return (Student)• One proof of residency• FAFSA Submission Summary (FSS) | 2023 |

All supporting documents must be uploaded together by June 30th 2024 at 5:00 PM. Documents will be reviewed by DCTAG Advisors. Incomplete documents will be rejected. Completed documents will be approved and you will receive an award letter via email.

If you selected D-40 Certification as your source of income, you may complete the D-40 Authorization at [D40 Authorization!](#)

Submitted Application Correspondence

Sample of the confirmation letter you will receive.



D-40 Authorization (Dependent)

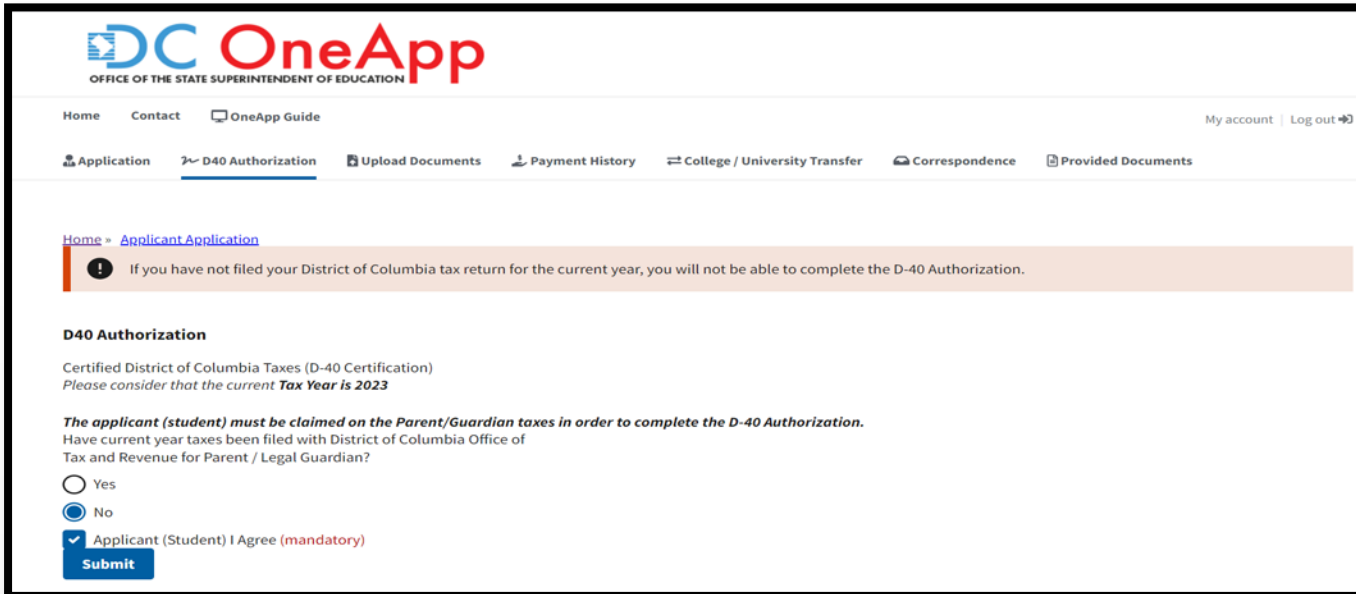
D-40 Authorization Process

(Dependent)

If you are a **dependent student** and you are using your parent's/guardian's D-40, please follow this process.

First Question: If you answer **no**, you will receive the message below. If your parent/legal guardian has not filed their taxes yet, you will not be able to complete the D-40 authorization.

You will be able to return to this page once your parent/guardian has filed taxes.



The screenshot shows the DC OneApp interface for the D-40 Authorization process. At the top, the DC OneApp logo is displayed, along with navigation links for Home, Contact, and OneApp Guide. A secondary navigation bar includes links for Application, D40 Authorization (highlighted), Upload Documents, Payment History, College / University Transfer, Correspondence, and Provided Documents. A warning message is shown in a light orange box: "If you have not filed your District of Columbia tax return for the current year, you will not be able to complete the D-40 Authorization." Below this, the "D40 Authorization" section is titled, followed by instructions: "Certified District of Columbia Taxes (D-40 Certification) Please consider that the current Tax Year is 2023. The applicant (student) must be claimed on the Parent/Guardian taxes in order to complete the D-40 Authorization. Have current year taxes been filed with District of Columbia Office of Tax and Revenue for Parent / Legal Guardian?" The form includes radio buttons for "Yes" and "No", with "No" selected. A checkbox for "Applicant (Student) I Agree (mandatory)" is checked. A blue "Submit" button is at the bottom.


D-40 Authorization Process

(Dependent)

Second Question: If you answer **yes**, you will receive the message below. If your parent/legal guardian will be filing an extension you will not be able to complete the D-40 authorization.

You will need to upload a copy of your parent/legal guardian's certified or filed/processed copy of the D-40 tax return.

[Home](#) » [Applicant Application](#)

 If you have not filed your District of Columbia tax return for the current year, you will not be able to complete the D-40 Authorization.

D40 Authorization

Certified District of Columbia Taxes (D-40 Certification)
*Please consider that the current **Tax Year is 2023***

The applicant (student) must be claimed on the Parent/Guardian taxes in order to complete the D-40 Authorization.

Have current year taxes been filed with District of Columbia Office of Tax and Revenue for Parent / Legal Guardian?

Yes

No

Will an extension be filed for Parent / Legal Guardian?

Yes

No

Applicant (Student) I Agree (mandatory)

Submit

D-40 Authorization Process

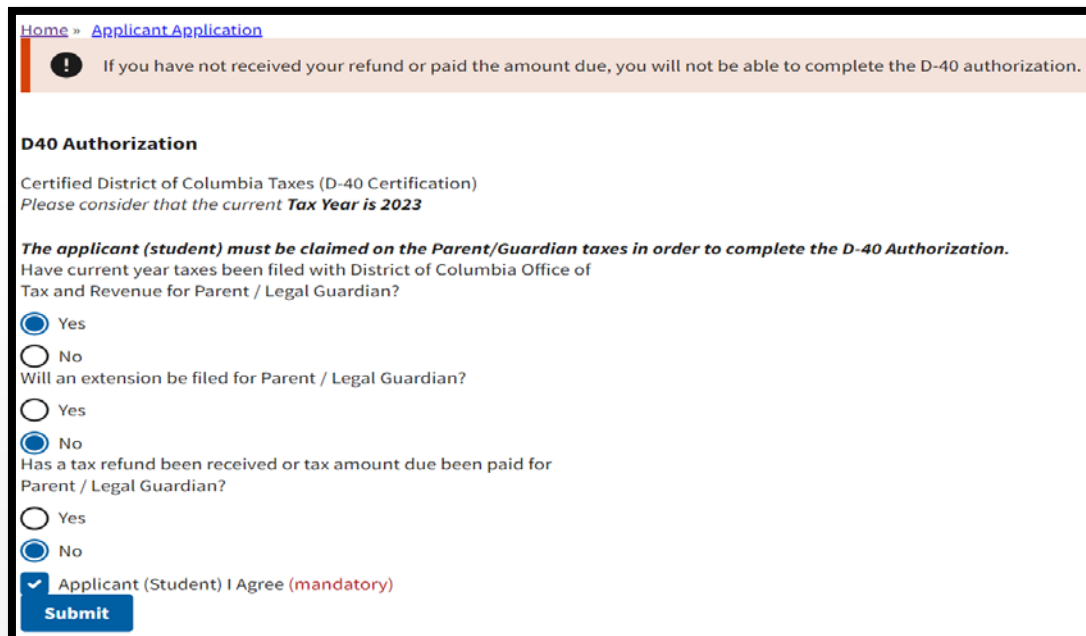
(Dependent)

Third Question: If you answer **no**, you will receive the message below. If your parent/legal guardian has not received their refund or has not paid the amount owed yet, you will not be able to complete the D-40 authorization.

You will be able to return to this page once your parent/legal guardian has received their refund or paid the amount owed.

OR

You can upload a copy of your parent/legal guardian certified or filed/processed copy of your D-40 tax return.



Home » [Applicant Application](#)

! If you have not received your refund or paid the amount due, you will not be able to complete the D-40 authorization.

D40 Authorization

Certified District of Columbia Taxes (D-40 Certification)
Please consider that the current **Tax Year is 2023**

The applicant (student) must be claimed on the Parent/Guardian taxes in order to complete the D-40 Authorization.
Have current year taxes been filed with District of Columbia Office of Tax and Revenue for Parent / Legal Guardian?

Yes
 No

Will an extension be filed for Parent / Legal Guardian?

Yes
 No

Has a tax refund been received or tax amount due been paid for Parent / Legal Guardian?

Yes
 No

Applicant (Student) I Agree (mandatory)

Submit


D-40 Authorization Process

(Dependent)

If you answer **no**, you will receive the message below.

You have to answer yes to this question in order for us to proceed with the authorization.

[Home](#) » [Applicant Application](#)

 You need to authorize D-40 Tax Information Retrieval in order to digitally verify your D-40 Certification!

D40 Authorization

Certified District of Columbia Taxes (D-40 Certification)
*Please consider that the current **Tax Year is 2023***

The applicant (student) must be claimed on the Parent/Guardian taxes in order to complete the D-40 Authorization.
Have current year taxes been filed with District of Columbia Office of Tax and Revenue for Parent / Legal Guardian?

Yes
 No

Will an extension be filed for Parent / Legal Guardian?

Yes
 No

Has a tax refund been received or tax amount due been paid for Parent / Legal Guardian?

Yes
 No

CERTIFIED DISTRICT of COLUMBIA TAXES (ELECTRONIC D-40 or D-40 EZ CERTIFICATION)
Authorize Parent /Legal Guardian Retrieval

Yes
 No

Applicant (Student) I Agree (mandatory)

Submit

D-40 Authorization Process

(Dependent)

You will have to enter your refund amount in box 1 or the total amount due in box 2.

Click both check boxes and submit.

CERTIFIED DISTRICT of COLUMBIA TAXES (ELECTRONIC D-40 or D-40 EZ CERTIFICATION)

Authorize Parent /Legal Guardian Retrieval

Yes

No

D-40 Information for Parent/Legal Guardian

Net Refund

Line #43 on original D-40 Tax Form .Exact Amount including cents. example 123.45

Tax Due

Line #37 on original D-40 Tax Form. Exact Amount including cents. example 123.45

Parent /Legal Guardian I Agree

Applicant (Student) I Agree (mandatory)

D-40 Authorization Confirmation Page

(Dependent)

Once you submit the D-40 authorization you will receive this confirmation which displays the next steps and the required supporting documents needed.

[Home](#)

✓ Thank you for re-submitting your D-40.

- If the D-40 is verified you will receive a successful email within 24 hours.
- If the D-40 is not verified your application will show a pending status.

Thank you for your D-40 Authorization!

You have completed the second step of the DC Tuition Assistance Grant (DCTAG) Application for the academic year 2024-2025.

The **next step** is to submit your required documents. Please upload these documents listed below at [Upload Documents!](#):

| Supporting Documents | Domicile Year(s) |
|--|------------------|
| <ul style="list-style-type: none">• Certified Guardian D-40 Tax Return (Parent/Guardian)• One proof of residency• FAFSA Submission Summary (FSS) | 2023 |

Note:

- If the D-40 is verified you will receive a successful email within 24 hours.
- If the D-40 is not verified your application will show a pending status.

D-40 Authorization (Independent)

D-40 Authorization Process


(Independent)

If you are an **independent student** and will be filing your own taxes, please follow this process.

First Question: If you answer **no**, you will receive the message below.
If you have not filed your taxes yet, you will not be able to complete the D-40 authorization.

You will be able to return to this page once your parent has filed their taxes.

[Home](#) » [Applicant Application](#)

 If you have not filed your District of Columbia tax return for the current year, you will not be able to complete the D-40 Authorization.

D40 Authorization

Certified District of Columbia Taxes (D-40 Certification)
*Please consider that the current **Tax Year is 2023***

Have current year taxes been filed with District of Columbia Office of Tax and Revenue for Applicant (Student) if filing?

Yes

No

Applicant (Student) I Agree (mandatory)

Submit


D-40 Authorization Process

(Independent)

Second Question: If you answer **yes**, you will receive the message below. If you will be filing an extension you will not be able to complete the D-40 authorization.

You will need to upload a copy of your certified or filed/processed copy of your D-40 tax return.

[Home](#) » [Applicant Application](#)

 If you are filing an extension for the current tax year, you will not be able to complete the D-40 Authorization.

D40 Authorization

Certified District of Columbia Taxes (D-40 Certification)
*Please consider that the current **Tax Year is 2023***

Have current year taxes been filed with District of Columbia Office of Tax and Revenue for Applicant (Student) if filing?

Yes

No

Will an extension be filed for Applicant (Student)?

Yes

No

Applicant (Student) I Agree (mandatory)

Submit

D-40 Authorization Process

(Independent)


Third Question: If you answer **no**, you will receive the message below. If you have not received your refund or have not paid the amount owed yet, you will not be able to complete the D-40 authorization.

You will be able to return to this page once you have received your refund or paid the amount owed.

OR

You can upload a copy of your certified or filed/processed copy of your D-40 tax return.

[Home](#) > [Applicant Application](#)

 If you have not received your refund or paid the amount due, you will not be able to complete the D-40 authorization.

D40 Authorization

Certified District of Columbia Taxes (D-40 Certification)
*Please consider that the current **Tax Year is 2023***

Have current year taxes been filed with District of Columbia Office of Tax and Revenue for Applicant (Student) if filing?

Yes
 No

Will an extension be filed for Applicant (Student)?

Yes
 No

Has a tax refund been received or tax amount due been paid for Applicant (Student)?

Yes
 No

Applicant (Student) I Agree (mandatory)

Submit


D-40 Authorization Process

(Independent)

If you answer **no**, you will receive the message below.

You have to answer yes to this question in order for us to proceed with the authorization.

[Home](#) » [Applicant Application](#)

 You need to authorize D-40 Tax Information Retrieval in order to digitally verify your D-40 Certification!

D40 Authorization

Certified District of Columbia Taxes (D-40 Certification)
*Please consider that the current **Tax Year is 2023***

Have current year taxes been filed with District of Columbia Office of Tax and Revenue for Applicant (Student) if filing?

Yes
 No

Will an extension be filed for Applicant (Student)?

Yes
 No

Has a tax refund been received or tax amount due been paid for Applicant (Student)?

Yes
 No

CERTIFIED DISTRICT of COLUMBIA TAXES (ELECTRONIC D-40 or D-40 EZ CERTIFICATION)

Authorize Applicant (Student) Retrieval

Yes
 No

Applicant (Student) I Agree (mandatory)

Submit

D-40 Authorization Process

(Independent)

You will have to enter your refund amount in box 1 or the total amount due in box 2.

Click both check boxes and submit.

D-40 Information for Student or Independent student (if applicable)

Net Refund

Line #43 on original D-40 Tax Form. Exact Amount including cents. example 123.45

Tax Due

Line #37 on original D-40 Tax Form. Exact Amount including cents. example 123.45

Applicant (Student) I Agree (mandatory)

D-40 Authorization Confirmation Page

(Independent)

Once you submit the D-40 authorization you will receive this confirmation which displays the next steps and the required supporting documents needed.

[Home](#)

✓ Thank you for re-submitting your D-40.

- If the D-40 is verified you will receive a successful email within 24 hours.
- If the D-40 is not verified your application will show a pending status.

Thank you for your D-40 Authorization!

You have completed the second step of the DC Tuition Assistance Grant (DCTAG) Application for the academic year 2024-2025.

The **next step** is to submit your required documents. Please upload these documents listed below at [Upload Documents!](#):

| Supporting Documents | Domicile Year(s) |
|---|------------------|
| <ul style="list-style-type: none">• Certified D-40 Tax Return (Student)• One proof of residency• FAFSA Submission Summary (FSS) | 2023 |

Note:

- If the D-40 is verified you will receive a successful email within 24 hours.
- If the D-40 is not verified your application will show a pending status.

Upload Documents



Upload Documents

This page lists the required supporting documents that need to be uploaded.

You will be able to upload your supporting document here.

The screenshot shows a web application interface for uploading documents. At the top, there is a navigation bar with links for Home, Contact, and OneApp Guide. Below this is a secondary navigation bar with links for Application, D40 Authorization, Upload Documents (which is highlighted), Payment History, College / University Transfer, Correspondence, and Provided Documents. The main content area has a breadcrumb trail: Home » Applicant Application. The title is 'Upload Documents'. Below the title, it says 'Based on the Source of Income you have selected, please upload these documents listed below.' and 'Please contact your advisor if you have any question!'. There are two columns of required documents for upload. The left column is titled 'Supporting Documents' and lists: Certified Guardian D-40 Tax Return (Parent/Guardian), One proof of residency, and FAFSA Submission Summary (FSS). The right column is titled 'Domicile Year(s)' and lists: Please Include Domicile Documents for the following years (mandatory), with the year 2023 entered in a text box. At the bottom, it says 'Upload Documents Here' and 'You have 15 out of 15 attempts left to submit documents'. A note at the bottom states 'Please consider that the current Tax Year is 2023'.

Home » Applicant Application

Upload Documents

Based on the Source of Income you have selected, please upload these documents listed below.

Please contact your advisor if you have any question!

| Supporting Documents | Domicile Year(s) |
|---|---|
| Please provide your supporting documents in the following categories (mandatory) <ul style="list-style-type: none">- Certified Guardian D-40 Tax Return (Parent/Guardian)- One proof of residency- FAFSA Submission Summary (FSS) | Please Include Domicile Documents for the following years (mandatory) 2023 |

Upload Documents Here
You have 15 out of 15 attempts left to submit documents

Please consider that the current **Tax Year is 2023**

Upload Documents

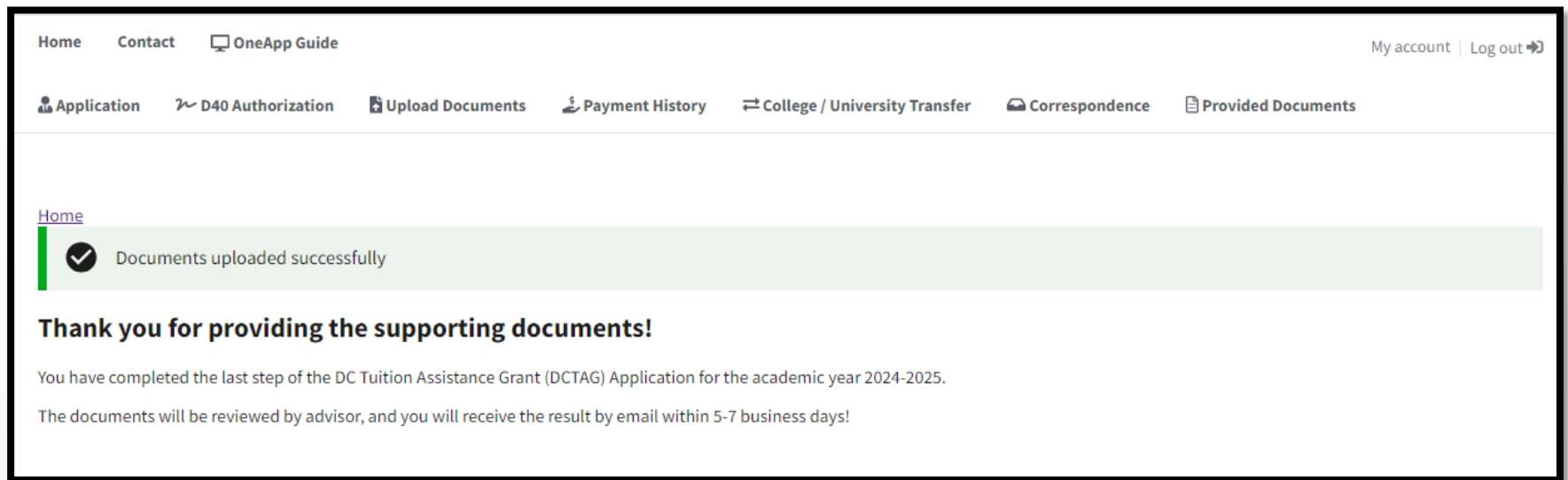
The documents that you upload can only be in PDF, JPG, JPEG format.
Once all required documents are uploaded on this page click the submit button

| | Domicile Document | Domicile Document Type | Comment | |
|--|---|--|---|---|
| | <input type="button" value="Choose File"/> No file chosen One file only. 2 MB limit. Allowed types: pdf, jpg, jpeg. 50 MB limit per form. | <input type="text" value="- Select -"/> Please select the type of your document being uploaded. | <div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;">You may add description to your document, here.</div> <p>Please include year in your comment.</p> | <input type="button" value="+"/> <input type="button" value="-"/> |
| <input type="button" value="Add Domicile Document"/> | | | | |
| <input type="button" value="Show row weights"/> | | | | |
| | Proof of Residency Document | Proof of Residency Document Type | Comment | |
| | <input type="button" value="Choose File"/> No file chosen One file only. 2 MB limit. Allowed types: pdf, jpg, jpeg. 50 MB limit per form. | <input type="text" value="- Select -"/> Please select the type of your document being uploaded. | <div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;">You may add description to your document, here.</div> | <input type="button" value="+"/> <input type="button" value="-"/> |
| <input type="button" value="Add Proof of Residency Document"/> | | | | |
| FAFSA Submission Summary (FSS) | | | | |
| | <input type="button" value="Choose File"/> No file chosen One file only. 2 MB limit. Allowed types: pdf, jpg, jpeg. 50 MB limit per form. | | | |

Upload Document Confirmation Page

Once you upload your required supporting documents successfully, you will receive the confirmation below, which displays the next steps.

The documents will be reviewed by your DCTAG advisor, and you will receive the result by email within 5-7 business days.



The screenshot shows a web application interface. At the top, there is a navigation bar with links for 'Home', 'Contact', and 'OneApp Guide'. On the right side of the navigation bar, there are links for 'My account' and 'Log out'. Below the navigation bar, there is a horizontal menu with icons and labels for 'Application', 'D40 Authorization', 'Upload Documents', 'Payment History', 'College / University Transfer', 'Correspondence', and 'Provided Documents'. The main content area features a green confirmation message: 'Documents uploaded successfully'. Below this message, there is a heading 'Thank you for providing the supporting documents!' followed by two paragraphs of text: 'You have completed the last step of the DC Tuition Assistance Grant (DCTAG) Application for the academic year 2024-2025.' and 'The documents will be reviewed by advisor, and you will receive the result by email within 5-7 business days!'.

Upload Documents Confirmation

Sample of the confirmation letter you will receive.



DCTAG - Documents Submitted - 2021-2022

01/18/2021

Dear Melanie Curtis-Test,

Thank you for providing the supporting documents!

You have completed the last step of the DC Tuition Assistance Grant (DCTAG) Application for the academic year 2021-2022.

The next step is counselor evaluation. The documents will be reviewed by counselor, and you will receive the result by email within 72 business hours.

You may also review the uploaded documents ["View My Documents"](#).

If you have any questions regarding supporting documents, please contact your assigned or call (202) 727-2824.

Sincerely,

Melanie Fleming
DCTAG Counselor

[DC OneApp Website](#)

1050 First Street, Fifth Floor NE, DC-20002 Ph-202-727-2824. TTY-711. osse.dc.gov



Correspondence

Correspondence

View your DCTAG correspondence (letters)

This page allows you to view your correspondence for all years that you have been in the program by selecting the years.

Home Contact OneApp Guide My account | Log out ↗

Application D40 Authorization Upload Documents Payment History College / University Transfer Correspondence Provided Documents

[Home](#) » [Applicant Application](#)

Student Application Correspondences

Subject

Filter by Contains

Academic Year

Select Application Academic Year
[Apply](#)

| Academic Year (DCTAG) | Subject | Attachment | Created |
|-----------------------|-------------------------------|---|-------------------------|
| 2024-2025 | DCTAG - Application Submitted | 1711018826666987540.pdf | Thu, 03/21/2024 - 07:00 |
| 2024-2025 | DCTAG - Documents Submitted | 1711019244479287343.pdf | Thu, 03/21/2024 - 07:07 |

Payment History



Payment History

[Click here to view your payment history](#)

This page allows you to view your payment history for all years that you have been paid in the program.

Home Contact OneApp Guide My account | [Log out](#) ↗

[Application](#) [D40 Authorization](#) [Upload Documents](#) [Payment History](#) [College / University Transfer](#) [Correspondence](#) [Provided Documents](#)

[Home](#)

Payment History

| | |
|-----------------------------------|--------------|
| Maximum Available Lifetime Award* | \$ 50,000.00 |
| Total Lifetime Award Used* | \$ 0.00 |
| Lifetime Refund Amount Received* | \$ 0.00 |
| Lifetime Award Amount Remaining* | \$ 50,000.00 |
| Annual Award Amount* | \$ 10,000.00 |

* Calculations are based on current institution type and the max available lifetime award.

Additional History

No additional history found

College/University Transfer



College/University Transfer

To change your DCTAG college/university

You can only change your college/university under the following conditions:

- You must be made eligible for DCTAG
- If transferring during the academic year verify that you have been paid for the previous semester(s). Check payment history for your full funding history.

The screenshot shows a web application interface for DCTAG. At the top, there is a navigation bar with links for Home, Contact, OneApp Guide, My account, and Log out. Below this is a secondary navigation bar with icons and labels for Application, D40 Authorization, Upload Documents, Payment History, College / University Transfer (which is highlighted), Correspondence, and Provided Documents. The main content area is titled 'College/University Transfer' and includes a status message: 'You have 5 out of 5 attempts left to Transfer College'. The form contains three mandatory dropdown menus: 'College/University Transfer To', 'Application Year', and 'Academic Term'. Below these are two checkboxes for 'Transfer Status': 'I Confirm to make this change and transfer college' and 'If transferring during the academic year verify that you have been paid for the previous semester(s). Check payment history for your full funding history.' A blue 'Submit' button is located at the bottom left of the form area.

College/University Transfer (confirmation letter)



DCTAG AWARD LETTER - 2021-2022

Bowie State University - MD

01/12/2021

Dear Melanie Curtis-Test:

Congratulations for being approved to receive a DC Tuition Assistance Grant (DCTAG) Award for the 2021-2022 academic year! In order to have your DCTAG Award processed, you and your institution of higher education must take the following steps:

1. You should submit this DCTAG Award Letter to the financial aid office at your institution of higher education.
2. Your institution should invoice the DC Office of the State Superintendent of Education (OSSE) through the DCTAG portal for your tuition charges.

Your award will go directly to your institution. To understand how your institution will receive the award, please visit the OSSE website.

The award provides up to \$10,000, per academic year, (up to \$5,000 per semester or up to \$3,334 per quarter) toward the difference between in-state and out-of-state tuition, at public colleges and universities in the United States and its territories. The award provides up to \$2,500, per academic year, (up to \$1,250 per semester) toward tuition at private colleges and universities in the D.C. metropolitan area and private Historically Black Colleges and Universities (HBCUs) in the United States, and its territories. The amount of your DCTAG award is contingent upon annual Congressional appropriations. Awards cannot exceed either the annual or cumulative.

Please note the following DCTAG award requirements:

1. DCTAG is for undergraduate study only (you cannot have earned a bachelor's degree).
2. You must be enrolled at least half-time at an eligible college/university in an eligible program.
3. You must meet your institution's "Satisfactory Academic Progress" (SAP) standards.

Minibachelor's are not covered by this award. In addition, some Study-Aboard Programs are not eligible for DCTAG funding. Contact OSSE if you have questions at (202) 727-2824. I wish you a successful academic year.

We wish you a successful academic year.
Sincerely,

Kenneth McGhee
Director of DCTAG, Postsecondary and Career Education

College Transfer

1050 First Street, Fifth Floor NE, DC-20002 Ph-202-727-2824. TTY-711.osse.dc.gov



Provided Documents



Provided Documents

To view the documents you have provided,

This page allows you to view the documents you submitted. You can also review the status of your application on this page.

This page allows you to view your provided documents for all years that you have been in the program by selecting the years.

Home Contact OneApp Guide My account | Log out →

Application D40 Authorization Upload Documents Payment History College / University Transfer Correspondence Provided Documents

Home » Applicant Application

Student Uploaded Documents

Academic Year

- Any -

Select Application Academic Year

Apply

| Academic Year | Category | Document Type | Filename | Received Date | Application Status |
|---------------|--------------------|---------------------------|---------------------------------|-------------------------|---------------------------------------|
| 2024-2025 | Domicile | Certified D-40 Tax Return | Blank Doc.pdf | Thu, 03/21/2024 - 07:06 | Incomplete - Pending Documents Review |
| 2024-2025 | Proof of Residency | Pay Stub | Blank Doc_0.pdf | Thu, 03/21/2024 - 07:07 | Incomplete - Pending Documents Review |
| 2024-2025 | FSS | FSS | Blank Doc_1.pdf | Thu, 03/21/2024 - 07:07 | Incomplete - Pending Documents Review |