



*Transforming lives.*

**PRINCE GEORGE'S**  
COMMUNITY COLLEGE

## Submitting Required Documents to the Student Financial Aid Office

If you need to submit documents to our office, you may do so through US Postal Mail or email. Make sure all documents are signed and labeled with your PGCC Student ID number.

**Our mailing address is:**

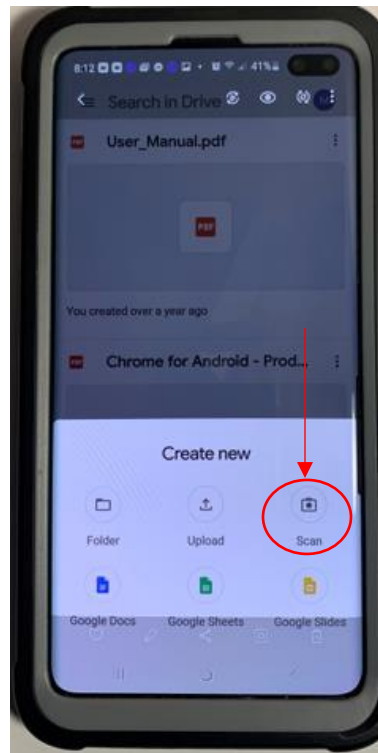
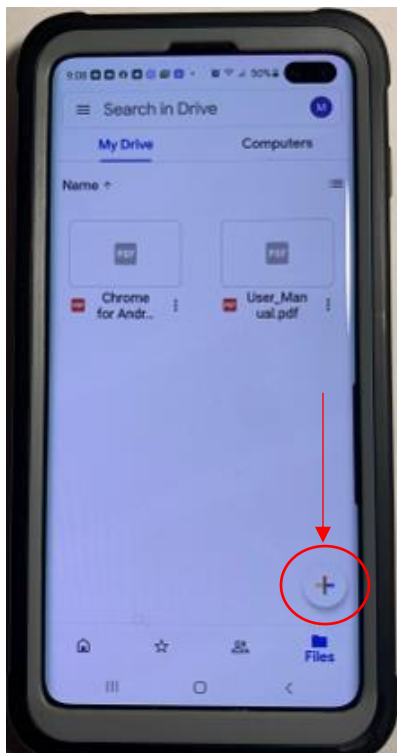
**Prince George's Community College  
Student Financial Aid Office  
301 Largo Road  
Largo, MD 20774**

When emailing, **ONLY** send your documents to [finaid@pgcc.edu](mailto:finaid@pgcc.edu) from **your @students.pgcc.edu email account.**

Once you have completed and signed your documents, you can scan them using your smart device.

### Android Scanning Method

1. Open the Google Drive App
2. In the bottom right, tap Add
3. Tap Scan
4. Take a photo of the documents. To scan another page: Tap Add
5. To save the finished document, tap Done
6. Using your **@students.pgcc.edu email**, attach the scanned document(s)
7. Send to [finaid@pgcc.edu](mailto:finaid@pgcc.edu)



## Apple Scanning Method

1. Open the Note App
2. Create new note
3. Tap the camera button
4. Select the option Scan Document
5. Take photo of the document(s)
6. Select Save
7. Using your **@students.pgcc.edu email**, attach the scanned document(s)
8. Send to [finaid@pgcc.edu](mailto:finaid@pgcc.edu)

