**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](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** or fax: 415.338.7290 ***