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 five days after enrollment to prevent from being non-payment drop.

- To redeem your Manuel 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, please leave the section BLANK or OTHER INSTITUTIONS.

  3) In the **COMMENT SECTION** type in the following information:

```plaintext
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:** AmeriCorps manual voucher usually takes 4-6 weeks to be processed.

NOTE: If you **CANNOT** request for a manual AmeriCorps voucher via online, please contact AmeriCorps directly at **1-800-942-2677**.