Financial Aid Application Checklist
Spring 2016

- **REQUEST YOUR FSA ID** from fsaid.ed.gov (and one for a parent if you are a Dependent student).
- **COMPLETE THE FAFSA** at fafsa.gov if you haven’t already done so—available now.
  - Submit the **2015-2016 FAFSA** for Spring and Summer 2016 aid.
  - **BOISE STATE SCHOOL CODE: 001616**
  - If you’ve already completed the FAFSA, make a correction to add Boise State’s School Code and resubmit.
- If you have Spring 2016 aid already awarded at another school, contact the institution to request that it is cancelled.
- Access your **STUDENT AID REPORT (SAR)** on the FAFSA website.
  - Ensure FAFSA answers are accurate and the application was accepted. If inaccurate or rejected, submit corrections.

- **Check your my.BoiseState Student Center** for “FINANCIAL AID TO DO’s” and “HOLDS”.
- **CHECK BRONCOMAIL WEEKLY** or forward BroncoMail to personal email address.
- Respond quickly and completely to Boise State requests for additional information.
- When submitting requested documents (forms, IRS Tax Transcripts, birth certificates, etc.), make sure to sign and add student ID. Make copies for your records.
- Complete **DIRECT DEPOSIT INFORMATION** on my.BoiseState Student Center so any refunds can be sent directly to your bank account.
- Complete a **PRIVACY RELEASE** with the Boise State Registrar’s Office to allow parents/spouse/friend to inquire about student aid information and academic records.

- **READ THE BRONCOMAIL AWARD NOTIFICATION E-MAIL** including the Terms & Conditions of financial aid.
- Electronically **ACCEPT/REDUCE/DECLINE AID** on my.BoiseState Student Center.
- **READ THE ONLINE FINANCIAL AID HANDBOOK** in order to understand the federal financial aid process and rules.
- Complete **ONLINE DIRECT LOAN ENTRANCE COUNSELING** when applying for your first federal student loan.
- Complete the **ELECTRONIC MASTER Promissory Note (eMPN)** for a federal student loan.

- Use the “VIEW DISBURSEMENTS” screen on Student Center → “View Financial Aid” to check the status of financial aid prior to the semester. This screen gives indication if aid is ready to be applied to student fees.
- Use the **EXPENSES MINUS FINANCIAL AID CALCULATOR** on the my.BoiseState login screen for estimates of refunds or remaining fees you will owe.
- **MONITOR STUDENT FINANCIAL INFORMATION** on my.BoiseState Student Center to ensure account is paid in full by the payment deadline for each semester.
- For questions about your financial aid status, **VISIT OUR WEBSITE OR INQUIRE WITH FINANCIAL AID** via phone, e-mail, or in person.