2016-2017 FINANCIAL AID APPLICATION CHECKLIST

FAFSA

☐ Request a Federal Student Aid ID (FSA ID) at fsaid.ed.gov for yourself and at least one parent if you are a dependent student.

☐ Complete the FAFSA at fafsa.gov - available January 1, 2016


☐ The Boise State school code is 001616.

☐ Ensure you meet the FAFSA Priority Date by using estimated 2015 federal tax data before taxes are complete.

☐ After you’ve filed your 2015 taxes, use the IRS Data Retrieval Tool (DRT) to import your tax data directly to your FAFSA.

☐ Access your Student Aid Report (SAR) at fafsa.gov to view notifications regarding your aid eligibility.

☐ Double-check that your FAFSA application was accepted and your answers are accurate. If needed, submit corrections.

BRONCOMAIL AND STUDENT CENTER

☐ Check my.BoiseState Student Center for “To-do items” and “Holds” which could delay your financial aid.

☐ Check your BroncoMail weekly. You will receive notification of your financial aid award and other important information via your University e-mail.

☐ Respond quickly and completely to requests for additional information.

☐ Sign and include your student ID on all documents you submit (forms, IRS tax transcripts, birth certificates, etc.). 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 Release of Information form in the Boise State Registrar’s office if you want to give others (parent or spouse) access to your student records.
### ACCEPT AID

- **Read your BroncoMail award notification**, which includes your terms and conditions of financial aid.
- **Accept, decline or reduce your award package** via my.BoiseState Student Center.
- **First-time loan borrowers:** Complete Direct Loan Entrance Counseling and a Master Promissory Note (eMPN) at [studentloans.gov](http://studentloans.gov).

### PAYING FEES

- **Check the status of your financial aid** via my.BoiseState Student Center. The "View Disbursements" screen on your “View Financial Aid” page indicates if aid is ready to be applied to your fees.
- **Subtract semester balance from semester financial aid** to determine balance owed or refund due.
- **Monitor your student financial information** on my.BoiseState Student Center to ensure your account is paid in full by the payment deadline each semester.

Requested forms are available at: [financialaid.boisestate.edu/forms/](http://financialaid.boisestate.edu/forms/)

Return your forms in person, via e-mail, fax, or postal mail. The financial aid handbook ([financialaid.boisestate.edu/aid-handbook-and-policies](http://financialaid.boisestate.edu/aid-handbook-and-policies)) explains the federal financial aid process and rules in detail.

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