Boise State Financial Aid Application Checklist

1. Admitted to Boise State as a degree-seeking student.
2. Requested a PIN from FAFSA for student (and at least one parent if student is “Dependent.”)
3. Completed the correct FAFSA for the semester I am enrolling
   ♦ 2012-2013 FAFSA for Spring and Summer 2013 and used 2011 actual tax return data
   ♦ 2013-2014 FAFSA for Fall 2013, Spring 2014, and Summer 2014
   ♦ Wrote applicant’s name exactly as it appears on Social Security Card and double-checked accuracy of Social Security numbers.
   ♦ Included student aid applicant when determining the household size and the number of household members in college
   ♦ Included the Boise State school code: 001616
   ♦ Used estimated 2012 federal tax information and W2s to complete the FAFSA before the Priority Deadline, if your taxes have not yet been completed.
   ♦ Used actual 2012 federal tax data for correcting or completing the FAFSA after 2012 taxes have been submitted.
      ✓ If income was initially estimated, once taxes were complete used the “Make Corrections” option on the FAFSA web site
      ✓ Selected the IRS Data Retrieval Tool to import data into the FAFSA from student and/or parent tax return if eligible to do so
4. Called 1-800-4FEDAILD (433-3243) with FAFSA questions.
5. Read the Student Aid Report (SAR) on FAFSA web site to see if answers were accurate and if application was rejected. If inaccurate or rejected, promptly made and submitted corrections and/or necessary signatures. (If “Dependent,” both a parent and student must sign each time corrections are made.)
6. Checked my.BoiseState Student Center for “Financial Aid TO DO’s” and “HOLDs” and to ensure name, mailing address and phone number are accurate.
7. Checked BroncoMail weekly or forwarded BroncoMail to personal email address.
8. Responded quickly and completely to Boise State requests for additional information.
9. Copied, signed, and submitted documents such as requested forms, federal tax return transcripts, W2s, and birth certificates to Boise State when requested.
10. Read the BroncoMail Award Notification including the Terms & Conditions of financial aid.
11. Read the online Aid Handbook in order to understand the federal financial aid process and rules.
12. Electronically Accepted/Adjusted/Declined aid on my.BoiseState Student Center.
13. Completed online Direct Loan Entrance Counseling tutorial when applying for first federal student loan.
14. Completed the electronic Master Promissory Note (eMPN) for a federal student loan
15. Used “View Disbursements” screen on my.BoiseState Student Center to check the status of financial aid prior to the next semester.
16. Subtracted semester balance from semester financial aid to determine balance owed or refund due.
17. Monitored student financial information on my.BoiseState Student Center to ensure account is paid in full by the payment deadline for each semester.
18. Completed Direct Deposit information on my.BoiseState Student Center so refunds can be sent directly to your bank account.
19. Completed a Privacy Release to allow parents/spouse/friend to inquire about student application and records.