## Financial Aid Application Checklist 2015-2016

**Boise State University**

**Student Affairs**

**Financial Aid and Scholarships**

### FAFSA

- Request a PIN from pin.ed.gov for student (and at least one parent if student is “Dependent”).
- Complete the FAFSA at fafsa.gov.
  - File the 2015-2016 FAFSA for Fall 2015, Spring and Summer 2016 aid.
  - Boise State School Code: 001616
  - Use estimated 2014 federal tax data and W2s to complete the FAFSA before the Priority Date.
  - Use actual 2014 federal tax data for correcting or completing the FAFSA after 2014 taxes have been submitted.
- Access your Student Aid Report (SAR) on the FAFSA website.
  - Make sure answers are accurate and the application was accepted. If inaccurate or rejected, promptly make and submit corrections and sign (for Dependents – parent & student signature required).
- Create an FSA ID after April 26. The FSA ID will replace the PIN.

### BroncoMail & Student Center

- Check 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.

### Accepting Aid

- 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 the Online Direct Loan Entrance Counseling Tutorial when applying for first federal student loan.
- Complete the Electronic Master Promissory Note (eMPN) for a federal student loan.

### Paying Fees

- 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.
- Subtract semester balance from semester financial aid to determine balance owed or refund due.
- 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.

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**Tips**

- The IRS Data Retrieval Tool (DRT) allows you to import tax data to your FAFSA. If income was estimated, “Make a Correction” to your FAFSA and use the DRT once taxes are filed.
- Link for requested forms: Financialaid.boisestate.edu/printable-forms/ Return via e-mail, mail, or fax.

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