

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 FAFSA** and included Boise State school code: 001616.
4. On FAFSA, **wrote name exactly as it appears on Social Security Card** and double-checked accuracy of Social Security numbers.
5. **Used federal tax return and W2s** information exactly as it was submitted to the IRS.
 - ~ **2010 tax information for Summer 2012** (2011-2012 FAFSA)
 - ~ **2011 tax information for** Fall 2012, Spring 2013 and Summer 2013 (2012-2013 FAFSA)
 - ~ **If estimated income** was used, made corrections once taxes were complete... [IRS retrieval available](#)
6. **Included aid applicant** when determining the household size and the number of household members in college.
7. **Called 1-800-4FEDAID** (433-3243) with FAFSA questions.
8. **Double-checked application** results and data accuracy for each question on the Student Aid Report (SAR) sent by email OR checked the SAR on FAFSA web site.
9. **Read SAR carefully** to see if application was rejected and, if so, promptly made and submitted corrections and/or necessary signatures. (If “Dependent,” both a parent and student must sign each time corrections are made.)
10. **Checked BroncoWeb for “Financial Aid TO DO’s” and “HOLDS”** and to ensure name, mailing address and phone number are accurate.
11. **Checked BroncoMail weekly** or forwarded BroncoMail to personal email address.
12. **Responded quickly** and completely to Boise State requests for additional information.
13. **Copied, signed, and submitted documents** such as federal tax returns, W2s, birth certificates to Boise State when requested.
14. **Checked BroncoWeb Financial Aid screens for Terms & Conditions of Aid and Award Notification.**
15. **Read the online Aid Handbook** in order to understand the federal financial aid process and rules.
16. **Electronically Accepted/Adjusted/Declined aid** on BroncoWeb.
17. **Completed online Direct Loan Entrance Counseling** tutorial when applying for first student Direct Loan.
18. **Completed the electronic Master Promissory Note (eMPN)** for Direct Loans
19. **Used “View Disbursements”** screen on BroncoWeb to check the status of fall financial aid.
20. **Monitored student financial information on BroncoWeb** to ensure account is paid in full by the payment deadline for each semester.
21. **Completed Direct Deposit information** on BroncoWeb so refunds can be sent directly to your bank account.
22. **Completed a Privacy Release** to allow parents/spouse/friend to inquire about student application and records.
23. **Researched other questions** about Boise State online at: www.boisestate.edu, financial aid questions at: financialaid.boisestate.edu, and BroncoWeb at: broncoweb.boisestate.edu.