

*The more accurately you complete the FAFSA and the VU scholarship application, the more quickly we can determine your award. All federal aid including student and parent loans, all state aid, and many scholarships are tied to the FAFSA.*

### **How to avoid some common problems that hold up processing your FAFSA**

Suggestions courtesy of Vincennes University Financial Aid Office

1. Read and follow directions carefully.
2. Make sure your name and Social Security number matches those on your Social Security card, and make sure your birth date is correct. Be careful to have last and first names in correct order as asked for on the FAFSA.
3. Do not leave the answer of the drug conviction issues blank.
4. As you enter financial figures, follow directions about which lines to use from the version of the tax return that you filed (1040, 1040A, or 1040 EZ).
5. If you will not have your taxes filed by March 10, check the appropriate boxes stating such, then use figures from your prior year's taxes. As soon as you file your taxes, submit corrections to FAFSA for these questions. To beat the state deadline for filing corrections, do this by May 1.
6. Be sure you do not put the same amount in adjusted gross income, and how much tax you paid. You did not pay all your income in taxes.
7. If you need to provide information about and from your parent(s), make sure parental name, Social Security number, and birth date are correct.
8. Be sure you do not put the same amount in parental adjusted gross income, and how much parental tax was paid. Parents do not pay all their income in taxes.
9. If you are a student who does not have to submit parental information, don't forget to do Step Five.
10. Make sure Vincennes University (college code 001843) is on your list of colleges. If you are most interested in VU, list us first.
11. It is a good idea to click "Run Final Check" as you finish entering data. This can help you avoid errors.
12. Be sure to follow directions all the way to the end. Take your time. Ideally, you are signing your online FAFSA with your PIN.

If you have to submit parental information, your parent **must** sign the FAFSA in one of two ways:

- **either** your parent must also sign using his/her own PIN,
- **or** you must print out a signature page that a parent must sign and **mail to the FAFSA processing center**. (The address is on the signature page.)

Be sure to follow the directions to the end in order to submit your FAFSA. The processing center will not process your FAFSA until they have the required signature(s).

13. If you later submit corrections, be sure you follow screens out to the end to re-sign and then submit the corrections. Both student and parent must sign most corrections.

#### Still need help?

Get help completing the FAFSA

College Goal Sunday

February 20, 2011

At locations near you!

For details: [collegegoalsunday.org](http://collegegoalsunday.org)

1.800.992.2076

It's free!

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**Vincennes University**  
**Financial Aid Checklist**

**When**

- Now Student, obtain a PIN by logging onto [www.pin.ed.gov](http://www.pin.ed.gov). Provide an e-mail that you check frequently or ask that the PIN be mailed to your current address. Keep your PIN where you can find it. (Start a financial aid folder.)
- Now Parent, obtain a PIN by logging onto [www.pin.ed.gov](http://www.pin.ed.gov). Provide an e-mail that you check frequently or ask that the PIN be mailed to your current address. Keep your PIN where you can find it. (Start a financial aid folder.)
- After Jan. 1, 2011 Log onto [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to file your 2011-2012 FAFSA. You will use your 2010 federal tax return. If that is not completed now, you can use your 2009 return and then update your FAFSA when your 2010 return is complete.
- By Mar. 1, Indiana residents, file the 2011-2012 FAFSA or renew your FAFSA to be eligible for State of Indiana 2011 grants and benefits. March 10 each year is the **absolute** deadline.
- Two or three weeks after you file: check your Student Aid Report (FAFSA results) on the FAFSA web site and check the comments at the end that list any issues you need to take care of. Or you can call the FAFSA Central Processing Service (800. 433.3243) and ask if your EFC (expected family contribution) has been calculated. If not, ask what corrections you need to make.
- As it Arrives Open all mail from the financial aid office. Return promptly any documents that are requested. Follow directions carefully when returning documents. For example, if submitting a copy of a Federal tax return, sign it either on front or on signature line.
- By May 1, 2011 Check the State Student Assistance Commission of Indiana (SSACI) web site ([www.ssaci.in.gov/estudent](http://www.ssaci.in.gov/estudent)) to see if you have any FAFSA Corrections (called “edits” by SSACI) that you need to make. These must be made no later than May 1, 2011.
- By Aug. 1, 2011 SSACI sends awards only to the Indiana school listed first on the FAFSA. If you are coming to VU but did not list VU first, you can change that on the SSACI web site.

Vincennes University’s college code is **001843**. All campuses of VU – Vincennes, Jasper, Aviation Technology Center, and American Sign Language Program – use this number.

FAFSA [www.fafsa.ed.gov](http://www.fafsa.ed.gov) 800.433.3243  
SSACI [www.in.gov/ssaci](http://www.in.gov/ssaci) 888.528.4719 or 317.232.2350  
VU Financial Aid Office E-mail: mail to [fa@vinu.edu](mailto:fa@vinu.edu) 812.888.4361 or 800.742.9198 or 812.888.4261 (fax)  
Admissions: E-mail: [vuadmit@vinu.edu](mailto:vuadmit@vinu.edu) 812.888.4313 or 800.742.9198