The more accurately you complete the FAFSA and any follow-up documents we request, 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.

Financial Aid Checklist
Courtesy of Vincennes University

When		Finish date
<u>Now</u>	Student, go to https://fsaid.ed.gov to create an FSA ID username & password. As you do so, click the "Show Text" box and record your username, password, and challenge questions answers. You'll need these in the future. Please take the time to verify your email and mobile phone number.	_____
<u>Now</u>	Parent, go to https://fsaid.ed.gov to create an FSA ID username & password. As you do so, click the "Show Text" box and record your username, password, and challenge questions answers. You'll need these in the future. Please take the time to verify your email and mobile phone number.	_____
<u>After Oct. 1, 2019</u>	Log onto https://fafsa.ed.gov to file your 2020-2021 FAFSA. You will use **2018** income & tax return information. Use the IRS data retrieval tool if possible.	_____
<u>By April 1, 2020</u>	Indiana residents, file the 2020-2021 FAFSA or renew your FAFSA to be eligible for State of Indiana grants and benefits. **April 15 each year is the absolute deadline.**	_____
<u>1 or 2 weeks after you file</u>	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.	_____
	Check the Indiana Student Financial Aid (CHE/SFA) Web site (http://www.in.gov/che/4497.htm) to see if you have any FAFSA corrections (called "edits" by SFA) that you need to make. Click on the ScholarTrack link.	_____
<u>As It Arrives</u>	First correspondence from VU Student Financial Services will be by postal mail. After that, we send emails to notify you of documents we need or changes that have been made. Return promptly any documents we request and follow directions carefully. Incomplete documents cause delays.	

Vincennes University's college code is **001843**. All campuses of VU—Vincennes, Jasper, ATC, ASL, military education program, and distance education—use this number.

FAFSA   https://fafsa.ed.gov
ScholarTrack   https://scholartrack.in.gov/
VU Financial Aid Office   www.vinu.edu/fweb/financial-services/financial-aid
            812-888-4361   or   800-742-9198   812-888-4261 (fax)   fa@vinu.edu
Admissions e-mail: vuadmit@vinu.edu 812-888-4313 or 800-742-9198
                vujcadmissions@vinu.edu 812-482-3030 or 800-809-8852
Other handy sites: https://studentaid.ed.gov/sa/ and www.finaid.org

(Over for how to avoid common FAFSA errors)

How to avoid some common errors that hold up processing your FAFSA
Suggestions courtesy of Vincennes University Student Financial Services

1. Read and follow directions carefully. Take your time. Parents: If you are completing the FAFSA for your student, remember "you" and "your" refer to the student. Especially in the income and tax section, your student did not file a tax return that is identical to yours.

2. Student, make sure your name and Social Security number match 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. Make sure Vincennes University (college code 001843) is on your list of colleges.

4. As you get to the financial information section, use the IRS Data Retrieval process if presented to you. Be sure to click the boxes that show you want to transfer the IRS data to your FAFSA, then don't change any of the data. If you can't use the IRS Data Retrieval process, follow directions about which lines to use from the version of the tax return that you filed (1040, 1040A, or 1040 EZ). For the 2020-21 FAFSA, use 2018 income & tax info.

5. If you do not or cannot use the IRS Data Retrieval, note that one question asks for your (the student's) adjusted gross income, and another question asks how much tax you paid. Do NOT put the same figure for both these questions. You did not pay all your income in taxes.

6. If you need to provide information about and from your parent(s), make sure parental name, Social Security number, and birth date are correct.

7. If you do not use the IRS Data Retrieval, note that one question asks for parental adjusted gross income, and another question asks how much parental tax was paid. Do NOT put the same figure for both these questions. Parents do not pay all their income in taxes.

8. If you are a student who does not have to submit parental information, don't forget to do Step Five and answer all the questions.

9. To help avoid errors, it is a good idea to click "Run Final Check" after you finish entering data.

10. Be sure to follow directions all the way to the end. Take your time. Ideally, you are signing your online FAFSA immediately with your FSA ID username & password.
    If you have to submit parental information, your parent **must** sign the FAFSA:
    - **either** your parent must also e-sign using his/her own FSA ID username & password (highly recommended),
    - **or** you must print out a signature page that a parent must sign. Then you can give the page with the original signature to the financial aid office either in person or by postal mail. We can't take a faxed or emailed copy. Giving it to us causes less delay than your mailing the signature page to the FAFSA processing center.

    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).**

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

(Over for a financial aid checklist)