The more accurately you complete the FAFSA at StudentAid.gov and promptly submit any follow-up documents we request, the more quickly we can determine your eligibility and financial aid offers. We encourage families to use the IRS Data Retrieval Tool available when completing the FAFSA. All federal aid, including student and parent loans, all state aid, and many scholarships require families to complete the FAFSA.

Financial Aid Checklist
Courtesy of Vincennes University

When		Finish date
<u>Now</u>	Student, go to StudentAid.gov to create your account (FSA ID username & password). As you do so, click the "Show Text" box and record your username, password, and challenge questions and answers. You'll need these in the future. Please take the time to verify your email and mobile phone number. You cannot use the same email as your parent.	_____
<u>Now</u>	Parent, go to StudentAid.gov to create your account (FSA ID username & password). As you do so, click the "Show Text" box and record your username, password, and challenge questions and answers. You'll need these in the future. Please take the time to verify your email and mobile phone number. You cannot use the same email as your student.	_____
<u>After Dec. 31, 2023</u>	Log onto StudentAid.gov to complete your 2024-2025 FAFSA. You will use **2022** income & tax return information. Use the IRS data retrieval tool if possible.	_____
<u>By April 15, 2024</u>	Indiana residents, complete or renew the 2024-2025 FAFSA to be eligible for State of Indiana grants and benefits such as Twenty First Century or the Frank O'Bannon. **Deadline is April 15th every year.**	_____
<u>1 or 2 weeks after you file</u>	Check your FAFSA Summary Sheet (FAFSA results) on the FAFSA web site, StudentAid.gov. Click on "My Activities" to find any issues you need to take care of. Take care of these immediately!	_____
	Check your Indiana ScholarTrack account at ScholarTrack.in.gov to see if you have any FAFSA corrections to fix. These are called "edits" on ScholarTrack. You need to correct all edits. It's simple to register for an account if this is your first use of ScholarTrack.	_____
<u>As It Arrives</u>	First correspondence from VU Student Financial Services will be by postal mail. After that, we only 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 and possible loss of your financial aid.	
<u>After Oct 1, 2024</u>	You must complete a new FAFSA every year! You can use the FAFSA renewal to help speed up the process. You will need your FSA Username and Password to get started on the 2025-2026 FAFSA.	

Vincennes University's college code is **001843.** Use this on the FAFSA for all campuses—Vincennes, Jasper, Gibson, Aviation Tech. Center, American Sign Language, Military education program, and Distance Education.

How to avoid some common errors when completing 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. The more accurately you complete the FAFSA, the more quickly we can determine your award. "Contributor" is a new term on the 2024-2025 FAFSA form. A contributor is anyone (the student, the student's spouse, the student's biological or adoptive parent, or the parent's spouse) who is required to provide information on the FAFSA form, sign the FAFSA form, and provide consent and approval to have their federal tax information transferred directly from the IRS into the form. Generally, if the parent and the parent's spouse (or, if the student is independent, the student and the student's spouse) didn't file taxes jointly, then both are contributors. Additionally, if the parents are not married to each other and live together, both are contributors and their information must be included on the FAFSA form. **All contributors MUST give consent for the student to be eligible for financial aid.**

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. If you do not or cannot import 2022 income tax information directly from the IRS, 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 questions. You did not pay all your income in taxes.

5. If you need to provide information about your parent(s), make sure parental name, Social Security number, and birth date are correct. Confirm these answers with your parent(s).

6. If your parent(s) does not or cannot import income tax information directly from the IRS, 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 questions. Parents do not pay all their income in taxes.

7. You must sign your FAFSA using your FSA ID username & password. If you have to submit parental information, your parent(s) **must** also sign the FAFSA electronically using his/her own FSA ID username & password. Be sure to follow the directions to the end in order to **sign and submit** your FAFSA.

8. 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.

If you or your parent(s) need assistance, please contact our office for help at 812-888-4361 or email FA@vinu.edu.

Vincennes University, Student Financial Services, 1002 N First Street, Vincennes, IN.