The more accurately you complete the FAFSA (www.StudentAid.gov) and promptly submit any follow-up documents we request, the more quickly we can determine your financial aid package. We encourage families to use the IRS Data Retrieval Tool available when you file 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.	_____
<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.	_____
<u>After Oct. 1, 2020</u>	Log onto StudentAid.gov to file your 2021-2022 FAFSA. You will use **2019** income & tax return information. Use the IRS data retrieval tool if possible.	_____
<u>By April 15, 2021</u>	Indiana residents, file or renew the 2021-2022 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 Student Aid Report (FAFSA results) on the FAFSA web site, StudentAid.gov. Review the comments at the end 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 that you need to correct. 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 for your financial aid funds.	
<u>After Oct 1, 2021</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 2022-2023 FAFSA.	

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

VU Student Financial Services: online: www.vinu.edu/web/financial-services. Click "Menu" then "Financial Aid." Call: 812-888-4361 or 800-742-9198   Fax: 812-888-4261 or Email: fa@vinu.edu
Admissions: Email: vuadmit@vinu.edu 812-888-4313 or 800-742-9198
vujcadmissions@vinu.edu 812-482-3030 or 800-809-8852
Other handy sites: https://www.vinu.edu/web/financial-services/cost-of-attendance, https://www.vinu.edu/web/financial-services/financial-aid-faq,and finaid.org.

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. The more accurately you complete the FAFSA, the more quickly we can determine your award.

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 do NOT change any of the data. If you can't use the IRS Data Retrieval process, follow directions about which lines to use from the federal tax return you filed. For the 2021-22 FAFSA, use 2019 income and tax information.

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 questions. You did not pay all your income in taxes.

6. 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).

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 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 complete Step Five and answer all the questions.

9. 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).**

10. 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.