

*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.*

## **Vincennes University Financial Aid Checklist**

<b>When</b>		<b>Finish date</b>
<u>Now</u>	Student, 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.	_____
<u>Now</u>	Parent, 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.	_____
<u>After Oct. 1, 2017</u>	Log onto <a href="http://www.fafsa.gov">www.fafsa.gov</a> to file your 2018-2019 FAFSA. You will use your <b>2016</b> income & tax return information. Use the IRS data retrieval tool if possible.	_____
<u>By April 1, 2018</u>	Indiana residents, file the 2018-2019 FAFSA or renew your FAFSA to be eligible for State of Indiana grants and benefits. <b>April 15 each year is the absolute deadline.</b>	_____
<u>As It Arrives</u>	Two or three weeks after you file your FAFSA: 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.	_____
<u>As It Arrives</u>	Check the Indiana Student Financial Aid (CHE/SFA) Web site ( <a href="http://www.in.gov/che/4497.htm">http://www.in.gov/che/4497.htm</a> ) 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, notices are posted on your MyVU under <i>Financial Aid</i> tab. Return promptly any documents that are requested 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 [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

ScholarTrack <https://scholartrack.in.gov/>

VU Financial Aid Office [www.vinu.edu/financialaid](http://www.vinu.edu/financialaid)

812-888-4361 or 800-742-9198 812-888-4261 (fax) fa@vinu.edu

Admissions e-mail: [vuadmit@vinu.edu](mailto:vuadmit@vinu.edu) 812-888-4313 or 800-742-9198

[vuacadmissions@vinu.edu](mailto:vuacadmissions@vinu.edu) 812-482-3030 or 800-809-8852

Other handy sites: [www.studentaid.ed.gov](http://www.studentaid.ed.gov) and [www.finaid.org](http://www.finaid.org)

**(Over for how to avoid common FAFSA errors)**

*The more accurately you complete the FAFSA and the VU scholarship application, the more quickly we can determine your award. If you have questions about particular FAFSA items, the online FAFSA at [www.fafsa.gov](http://www.fafsa.gov) has a "Help and Hints" box to the right of each screen of items.*

## **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. Read the "Help and Hints" box to right of each FAFSA item on the Web window.
2. 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. Do not leave the answer blank to question 23 about drug conviction issues.
4. Make sure Vincennes University (college code 001843) is on your list of colleges. If you are most interested in VU, list us first.
5. 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).
6. If you do not or cannot use the IRS Data Retrieval, note that question 36 asks for your (the student's) adjusted gross income, and question 37 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.
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. If you do not use the IRS Data Retrieval, note that question 85 asks for parental adjusted gross income, and question 86 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.
9. If you are a student who does not have to submit parental information, don't forget to do Step Five and answer questions 95-102.
10. To help avoid errors, it is a good idea to click "Run Final Check" as you finish entering data.
11. 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).**
12. 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)**