The Office of Financial Aid & Scholarships is here to help remove financial barriers to assist you in meeting the cost of attendance at CSUB. We do this by administering grants, scholarships, work-study, and/or federal student loans.

The following checklist will assist you in completing the financial aid process as quickly and smoothly as possible.

Funding the Future . . .
CREDENTIAL STUDENT CHECKLIST

ADMISSION
- Complete the CSU Mentor Application online at www.csumentor.edu beginning October 1 for admission to CSUB in the following year.
- Apply and receive admission to the Teacher Credential Program.

FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)
- Locate your existing FSA ID, or obtain a FSA ID at https://fsaid.ed.gov/npas/index.htm, which you will use to complete your FAFSA each year.
- Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov each year between October 1 and March 2 for the upcoming academic year to maximize your chances for limited funds.
- When completing the FAFSA, indicate “5th year/other undergraduate” as your grade level, since you are not in a master’s program.
- When completing the FAFSA, use your name as it appears on your Social Security Card.
- When completing the FAFSA, if you are an eligible non-citizen, you must enter your Alien Registration Number.
- When completing the FAFSA, indicate “5th year/other undergraduate” as your grade level, since you are not in a master’s program.
- If your income, or your parent’s income, has changed dramatically from the previous year due to unemployment, disability, etc. you may submit a Loss of Income Form to our office.
- If you have already completed a FAFSA for the upcoming academic year, make sure to update it to include CSUB’s School Code—007993

SCHOLARSHIPS
- Apply for CSUB Academic Scholarships online at https://csub.academicworks.com/ by the March 2 priority filing deadline for the upcoming academic year.
- You must report any scholarships you will receive on our Scholarship Disclosure Form at: http://www.csub.edu/finaid/forms/index.htmlpackage.

DREAM APPLICATION
- Resident alien students should complete the California Dream Application before March 2 for the upcoming aid year at: https://dream.csac.ca.gov/

SUBMIT ALL DOCUMENTS
- Check your myCSUB account regularly to review your “To-Do” list of required documents needed to complete your financial aid file. All documents must be submitted immediately, otherwise your aid may be delayed. Please Note: Students selected for Verification of their FAFSA data must submit all required documents before their aid will be awarded.
- If you have been awarded a student loan, and wish to use it, you will need to log into your myCSUB account and accept it. Furthermore, you will need to complete online loan Entrance Counseling and sign a Master Promissory Note.
- If your parents are interested in borrowing a Federal Parent PLUS Loan to assist with your educational expenses, please contact our office.

COMMUNICATIONS
- All financial aid communications will be sent to you via e-mail. Please check your assigned campus e-mail regularly for important communications. Also, keep your contact information current by updating any changes to your address and phone numbers, by logging into your myCSUB account.
- If you would like your confidential financial aid information released to specific individuals (e.g., parents, spouse, etc.) please complete a FERPA Release Authorization - available online via your myCSUB web portal.

RECEIVING AID
- If you will be enrolled part-time, your award must be revised by our office to match your enrollment. Units added to a student’s enrollment after Census Day can NOT be counted in determining financial aid eligibility.
- Complete a Direct Deposit Authorization on your myCSUB account in order to receive your refund quicker and more secure. You will need to update this in the future if your account information changes.
- “Disbursement” means your aid has been transferred into your CSUB student account to be credited toward your tuition fees. “Refund” means the Office of Student Financial Services will issue a refund to you for any credit balance on your account once your tuition fees are paid. These are separate processes which occur on different dates.
- Please review Accepting your Award/Terms & Conditions at http://www.csub.edu/finaid/terms/index.html