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.

**FIRST-TIME FRESHMAN CHECKLIST**

<table>
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<tr>
<th>Undergraduate, 2nd BA/BS, and post-baccalaureate Teacher Credential student enrollment levels per quarter:</th>
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<tr>
<td><strong>Full-Time</strong></td>
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<td>12 units or more</td>
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Office of Financial Aid & Scholarships
Student Administration Building 114
9001 Stockdale Highway
Bakersfield, CA. 93311-1022

Phone: (661) 654-3016
FAX: (661) 654-6800
E-mail: finaid@csub.edu

Regular Hours
8:00 am to 5:00 pm Monday-Friday

Extended Hours (First week of each term)
8:00 am to 6:00 pm Monday - Thursday

Summer Hours (Closed Friday)
9:00 am to 4:00 pm Monday - Thursday

“Disbursement” means your aid has been transferred into your CSUB student account to be credited toward your tuition and fees. “Refund” means the Office of Student Financial Services will issue a refund check to you for any credit balance on your account once your tuition and fees have been paid. These are separate processes which occur on different dates.

- Review **Terms & Conditions** of receiving Financial Aid on our website.
- Review **Receiving Aid - Repeat Coursework and Withdrawal information**
- Review and become familiar with the Satisfactory Academic Progress (SAP) Policy on our website. Students who do not meet the standards outlined in this policy may lose their aid eligibility.
- You may obtain most financial aid forms on our website at http://www.csub.edu/finaid
FIRST-TIME FRESHMAN CHECKLIST

**ADMISSION**
- Complete the CSU Mentor Application online at [www.csumentor.edu](http://www.csumentor.edu) beginning October 1st for admission to CSUB in the following year.

**FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)**
- Obtain a federal PIN number at [www.pin.ed.gov](http://www.pin.ed.gov) when you are ready to complete your FAFSA. The PIN will serve in place of your signature on the FAFSA. If you are providing parent information on the FAFSA, your parent will also need a PIN number.
- Complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) annually between January 1st and March 2nd for the upcoming academic year.
- If you and/or your parents do not have your actual income information available when you complete the FAFSA, you should estimate your income in order to meet the March 2nd priority filing date. Once you have completed your Federal Income Tax Returns, and it has been processed by the IRS, you will need to update your existing FAFSA with the correct income using the IRS Data Retrieval Tool.
- 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, students should report their grade level as “Never attended college & 1st year undergraduate.
- If your household income has changed dramatically from the previous year, due to unemployment, disability, etc., you may submit a [Loss of Income Form](#) to us after completing the FAFSA.
- If you have already completed a FAFSA for the upcoming academic year, please make sure you listed CSUB’s School Code (007993).

**SCHOLARSHIPS**
- Apply for CSUB Academic Scholarships annually between January 1st and March 2nd for the upcoming academic year at [www.csusb.edu/finaid/types/schol/](http://www.csusb.edu/finaid/types/schol/)
- You must report any scholarships you have or will receive for the academic year to our office via our [Scholarship Disclosure Form](#) so we may include them in your financial aid package.

**DREAM APPLICATION**
- Resident alien students should complete the California Dream Application before March 2nd for the upcoming academic year at [https://dream.csac.ca.gov/](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 can be awarded.
- If you have been awarded a student loan, to activate it you must log into your myCSUB account and accept it. Furthermore, you will be required to complete online loan Entrance Counseling and sign a Master Promissory Note.
- If you are interested in borrowing a Federal Parent PLUS Loan to assist with your educational expenses, please contact our office.

**COMMUNICATIONS**
- Almost all official communications from our office will be sent to you via e-mail. Therefore, please make sure to update and maintain your campus contact information with your preferred e-mail address, phone numbers, and street address. Also, check your e-mail regularly for important updates.
- If you would like your confidential financial aid information disclosed to specific individuals (e.g., parent, spouse, etc.) please complete a [FERPA Release Authorization](#) available online via your myCSUB web portal or in hard-copy form from the Admissions & Records Office.

**RECEIVING AID**
- If you will be enrolled part-time, your financial aid will be prorated accordingly up to Census Day. Units added to a student’s enrollment after Census Day can NOT be counted in determining financial aid eligibility.
- If you are expecting a Financial Aid credit balance refund check, please complete the Direct Deposit Authorization online via your myCSUB student account. You will receive your refund sooner and more securely. Remember to update this authorization in the future should your bank account routing information change.