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

☐ If you had a Cal Grant award at your prior school, please make sure you update your school information with the California Student Aid Commission (CSAC) at (888) 224-7268.

☐ If you are a mid-year transfer student, you must inform our office of any aid you received at another school during the academic year, so we may correctly calculate your remaining eligibility.

### Undergraduate, 2nd BA/BS, and post-baccalaureate Teacher Credential student enrollment levels per quarter:

<table>
<thead>
<tr>
<th>Full-Time</th>
<th>Three-Quarter-Time</th>
<th>Half-Time</th>
<th>Less than Half-Time</th>
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</thead>
<tbody>
<tr>
<td>12 units or more</td>
<td>9 to 11 units</td>
<td>6 to 8 units</td>
<td>less than 6 units</td>
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</table>

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

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD  
OFFICE OF FINANCIAL AID & SCHOLARSHIPS

TRANSFER STUDENT CHECKLIST

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.*
TRANSFER STUDENT CHECKLIST

ADMISSION
- Complete the CSU Mentor Application online at 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 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 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.
- 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.csub.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/

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 your parents 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.
- “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