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.

### GRADUATE STUDENT CHECKLIST

Please review Census Day Repackaging online at http://www.csub.edu/finaid/receiving/census/index.html

You may obtain all financial aid forms online at http://www.csub.edu/finaid/forms/index.html

### Units

<table>
<thead>
<tr>
<th>Units</th>
<th>Fees</th>
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<tbody>
<tr>
<td>6.1 or more</td>
<td>Higher Fee Tier</td>
</tr>
<tr>
<td>0-6</td>
<td>Lower Fee Tier</td>
</tr>
</tbody>
</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)
8:00 am to 5:00 pm Monday - Thursday

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(SAP) Policy online at http://www.csub.edu/finaid/receiving/sap/index.html
Please be aware that students who do not meet SAP will have a warning term before their eligibility is suspended.

Please review Census Day Repackaging online at http://www.csub.edu/finaid/receiving/census/index.html

You may obtain all financial aid forms online at http://www.csub.edu/finaid/forms/index.html

**Important!**

To be eligible for financial aid, students must be enrolled in at least 3 Graduate Level units. Financial aid covers only required courses for the current degree objective.

Please view the Student Financial Website for detailed fee information:
http://www.csub.edu/bas/fiscal/studaccount/Student%20Financial%20Services/Registration%20Fees/index.html
GRADUATE STUDENT CHECKLIST

ADMISSION
- Complete the CSU Apply Application online at https://www2.calstate.edu/apply beginning October 1 for admission to CSUB in the following year.
- Apply and be admitted by the Graduate program you are pursuing.

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, 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 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. http://www.csub.edu/finaid/forms/index.html
- 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.
- Report any scholarships you will receive on our Scholarship Disclosure Form at: http://www.csub.edu/finaid/forms/index.html

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 you myCSUB account and accept it. Furthermore, you will need to complete online loan Entrance Counseling and sign a Master Promissory Note.

COMMUNICATIONS
- All financial aid communications will be sent to you via e-mail. Please check you’re 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
- Please review Receiving Aid - Repeat Coursework and Withdrawal information online at http://www.csub.edu/finaid/receiving/index.html
- Please review and become familiar with the Satisfactory Academic Progress

IT’S YOUR UNIVERSITY!

Visit us online at www.csub.edu/finaid/