

- 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.
- “Disbursement”** means your aid has been transferred into your CSUB student account to be credited toward your fees. **“Refund”** means the Office of Student Financial Services will issue a refund to you for any credit balance on your account once your fees are paid. These are separate processes which occur on different dates.
- Please review and become familiar with the Satisfactory Academic Progress Policy online at <http://www.csub.edu/financialaid/sap.shtml> Please be aware that Financial Aid Probation (relating to financial aid eligibility) is different than Academic Probation (relating to your overall academic standing with the University).
- You may obtain all financial aid forms online at <http://www.csub.edu/financialaid/forms/>
- Periodically review our website for Headlines, scholarship Highlights, and other important information at www.csub.edu/financialaid/
- If you have been awarded a student loan, to activate it you must log into your myCSUB account and accept it. You will also be required to complete online Loan Entrance Counseling and a Master Promissory Note.

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: financialaid@csub.edu

Regular Hours
 10:00 am to 3:00 pm
 Monday—Friday

Extended Hours (First week of each term)
 10:00 am to 6:00 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. We award more than \$50 million in aid each year.

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

Funding the Future . . .



TRANSFER STUDENT CHECKLIST

- Complete the CSU Mentor Application online at www.csumentor.edu for admission to CSUB.
- Obtain a Pin number at www.pin.ed.gov which you will use to complete your FAFSA each year. A dependent student's parent will also need to obtain a Pin number to replace their signature on the FAFSA.
- Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov each year between January 1 and March 2 for the upcoming academic year to maximize your chances for limited funds.
- If you and/or your parents do not have your actual income information available when you are completing the FAFSA, you should estimate your income in order to meet the FAFSA March 2 priority filing date.
- Once you and/or your parent's actual income information is available, you must logon to www.fafsa.ed.gov and update/edit your existing FAFSA to report the correct income.
- 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 *Petition for Re-evaluation of FA Eligibility Due to Special Circumstances 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**
- If you have a Cal Grant award, please make sure to update your school information with the California Student Aid Commission (888) 224-7268.
- Almost all financial aid communications will be sent to you via e-mail. Therefore, please update your campus contact information with your preferred email address, phone numbers, and address if it has changed by logging into your myCSUB account.
- Check your e-mail regularly for important communications and Financial Aid Award Revisions.

- If you will be enrolled part-time, your award must be revised by our office to match your enrollment.
- Please review Vital Award Information online at <http://www.finaid/pdf/vitalinfo.pdf>
- 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.
- Complete an EFT Direct Deposit Authorization Form at www.csub.edu/BAS/fiscal/studentaccount/forms/DirectDeposit_FinAid.pdf in order to receive your refund quicker and more secure. You will need to update this in the future if your account information changes.
- If you would like your confidential financial aid information released to specific individuals (e.g., parents, spouse, etc.) you will need to complete a *Student Consent Form to Release Information to a Designated Third Party*.
- You must report any scholarships you will receive on our *Change of Circumstances Form* so that we may include the scholarship in your financial aid package.
- Please review Census Day Repackaging online at www.csub.edu/finaid/repackaging.shtml
- Complete and submit a *CSUB Academic Scholarship Application* along with two *Letters of Recommendation* by the April 1 deadline for the upcoming academic year.



**IT'S YOUR
UNIVERSITY!**