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 . . .
Complete the CSU Mentor Application online at www.csumentor.edu for admission to CSUB.

Locate your existing Pin number, or obtain a Pin number at www.pin.ed.gov, 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 January 1 and March 2 for the upcoming academic year to maximize your chances for limited funds.

If you 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 your existing FAFSA to report 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 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.

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 up to Census Day.
Please review *Right to Know - Terms & Conditions of Financial Aid* on our website.

If you are applying for a Masters program, you must: (1) update your “career, program, plan” with the Admissions & Records Office; (2) be admitted by the program; (3) inform our office.

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 are expecting a Financial Aid credit 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 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 *Scholarship Disclosure Form* so that we may include the scholarship in your financial aid package.

Apply for *CSUB Academic Scholarships online* by the March 15th priority filing deadline for the upcoming academic year.

*IT’S YOUR UNIVERSITY!*  
Visit us online at [www.csub.edu/finaid](http://www.csub.edu/finaid/)
Please review *Receiving Aid - Census Day Repackaging* on our website.

You may obtain all financial aid forms online at [www.csub.edu/finaid/forms/](http://www.csub.edu/finaid/forms/)

“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 and become familiar with the Satisfactory Academic Progress (SAP) Policy on our website. Please be aware that students who do not meet SAP will have only one warning term before their aid eligibility is suspended.

Periodically review our website for Announcements, Scholarship Financial Aid Highlights (FAH), and other important information.

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.

Units added to a student’s enrollment after Census Day can NOT be counted in determining financial aid eligibility.

Please review Official Withdrawal information on our website.

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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**  
9:00 am to 4:00 pm Monday - Thursday  
10:00 am to 3:00 pm Friday

**Extended Hours** (First week of each term)  
9:00 am to 6:00 pm  
Monday - Thursday