

# **Delaware Law Financial Aid Checklist**

*Please refer to this checklist in order to complete the financial aid process at DLS.*

☑ **Free Application for Federal Student Aid (FAFSA):** Submit the FAFSA online at <https://fafsa.ed.gov> . You will be prompted to create a FSA User ID if you have not already done so. You will use your 2017 Federal Tax Information to complete your FAFSA. We recommend that you utilize the IRS Data Retrieval Tool as this will greatly speed up the process and help to eliminate input errors. The results of the processed FAFSA will be sent to the student and school electronically, provided our school code is indicated. **Our school code is B04724.** If Widener University School of Law-DE is not listed on your FAFSA, please go online to add our code.

☑ **Widener University Delaware Law School Financial Aid Data Form (complete and submit online at <https://delawarelaw.widener.edu/dataform>)**

Students should indicate on the form the amount of funding they would like to receive from the Federal Direct Subsidized/Unsubsidized Loan Program. Incoming students should return the form as soon as possible. Returning students have a priority filing **deadline of April 2, 2019** to receive consideration for Federal Work-Study funding. Alternatively, the Data Form can be downloaded from <http://delawarelaw.widener.edu/faforms>.

☑ **Federal Direct Loan Applications** – The FAFSA is not a loan application, but is used to determine eligibility for Federal Student Aid (FSA) programs. Therefore, all incoming students and returning students borrowing for the first time in 2019-20 must complete a Federal Direct Subsidized/Unsubsidized Master Promissory Note (MPN) online at <https://studentloans.gov>. Returning students that borrowed a Federal Direct Subsidized/Unsubsidized Loan in 2018-19 should complete the requested loan amount box on the Financial Aid Data Form authorizing Delaware Law to certify a loan.

☑ **Federal Direct GradPLUS Loan Applications** – (<https://studentloans.gov>) Students can log onto <https://studentloans.gov> after April 2, 2019 and select “Apply for a Direct PLUS Loan”, “Graduate”, to complete the Federal Direct GradPLUS Loan application. Students borrowing this loan for the first time will also need to complete a Federal Direct GradPLUS Master Promissory Note (MPN). To do this you must select “Complete Loan Agreement (Master Promissory Note)” from the list located on the home page. Returning students should not need to complete a new MPN as long as they were approved for this loan based on their own credit. However, if you needed an endorser to sign for this loan, you will need to complete a new MPN each time that you request a new Federal Direct GradPLUS loan.

☑ **Summer Intent Form** – (complete and submit online at <http://delawarelaw.widener.edu/summerform> or download at <http://delawarelaw.widener.edu/faforms> ) Students intending to take summer classes and receive financial aid must complete a summer intent form to inform the Financial Aid Office of their plans.



**Students Selected for Verification will be notified in writing of what documentation must be submitted.** Selection may occur in two forms. Students may be selected by the U.S. Department of Education or at the discretion of the Financial Aid Office.

**Some students may be required to utilize/complete/provide:**

**2019/2020 Verification Worksheet:**

A verification worksheet will be sent to you upon review of your file by the Financial Aid Office. Please complete both sides of the form and return to the Financial Aid Office.

**Confirmation of 2017 Federal Tax Return Information:**

- Use the **IRS Data Retrieval Tool** from the FAFSA to download your 2016 information directly from IRS. **OR**
- 2017 Federal Tax Transcript:** If requested, a **Federal Tax Return Transcript must be obtained from the IRS.** You can request it online at <http://irs.gov> or by calling 1-800-829-1040. You may also be asked to provide copies of schedules, W-2s, 1099s and tax forms. **OR**
- If a tax return cannot be submitted because of an extension:**
  - a copy of IRS Form 4868, Application for Automatic Extension of Time to File U.S. Individual Income Tax Return
  - copies of all their W-2 forms (or equivalent),
  - If self-employed, a signed statement with the amount of their AGI and their U.S. income taxes paid.
  - Verification of Nonfiling Letter from the IRS dated on or after October 1, 2018, attesting that he/she did not file a 2016 IRS income tax return. This can be obtained by mailing IRS Form 4506-T and checking box 7. **OR**
- If not filing a Tax Return,** you must provide copies of all W-2's and a "Verification of Nonfiling Letter" from the IRS dated on or after October 1, 2018, attesting that you/your spouse did not file a 2016 IRS income tax return. This can be obtained by submitting IRS Form 4506-T and checking box 7.

