

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 2024-2025 FAFSA online at <https://studentaid.gov>. Select “FAFSA® Form” **after January 1, 2024**. Applicants completing the FAFSA for the first time are encouraged to obtain a FSA User ID prior to starting the FAFSA process at <https://studentaid.gov/apply-for-aid/fafsa/filling-out#creating-an-account>. You will use your 2022 Federal Tax Information from the IRS to complete your FAFSA. 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 Delaware Law School is not listed on your 2024-2025 FAFSA, please go online to add our code.

☑ **Widener University Delaware Law School Financial Aid Data Form (complete and submit online at <http://delawarelaw.widener.edu/dataform>) after January 1, 2024.**

Students should indicate on the form the amount of loan they would like to borrow from the Federal Direct Subsidized/Unsubsidized Loan Program. Completion of the loan amount box on the Financial Aid Data Form authorizes Delaware Law to certify a loan. Incoming students should return the form as soon as possible. Returning students have a priority filing deadline of April 2, 2024 to receive consideration for Federal Work-Study funding.

☑ **Federal Direct Loan Applications** – The FAFSA is not a loan application, but is used to determine eligibility for Federal Student Aid (FSA) programs. All incoming students and returning students borrowing for the first time in 2024-2025 must complete a Federal Direct Subsidized/Unsubsidized Master Promissory Note (MPN) online at <https://studentaid.gov>. Select “Loans and Grants” and then “Master Promissory Note (MPN)”. Returning students who have borrowed previously should not need to complete a new MPN.

☑ **Federal Direct GradPLUS Loan Application**

Graduate students can log onto <https://studentaid.gov> after May 1, 2024 and select “Loans and Grants” and then “PLUS Loans: Grad PLUS and Parent PLUS”. You will need to log in using your FSA User ID and password. 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 “Loans and Grants” and then “Master Promissory Note (MPN)”. Returning students who have borrowed previously 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.

☑ **Department of Education’s Student Loan Acknowledgment**

It is recommended that all borrowers complete the Department of Education’s Annual Student Loan Acknowledgment process at <https://studentaid.gov>.



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:

2024/2025 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 2022 Federal Tax Return Information: If 2022 income tax return information for the student (or spouse, if applicable) was not available or could not be used, the student should provide the institution with a 2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and applicable schedules. A 2022 IRS Tax Return Transcript may be obtained through:

- Get Transcript by Mail – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and NOT the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- Get Transcript Online – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and NOT the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- Automated Telephone Request – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

NOTE: Individuals Granted a Filing Extension by the IRS for Tax Year 2022; Individuals Who Filed an Amended IRS Income Tax Return; Individuals Who Were Victims of IRS Tax-Related Identity Theft; Individuals Who Filed Non-IRS Income Tax Returns; Tax filers who filed an income tax return with a tax authority other than the IRS and Student Non-tax Filers will be provided with alternative documentation requirements by the Financial Aid Office.

