

After you have filed your financial aid applications, the "To Do" list in your CUNYfirst Self-Service Student Center will alert you to any outstanding items with your application record that must be finalized before you may receive a financial aid awards package.

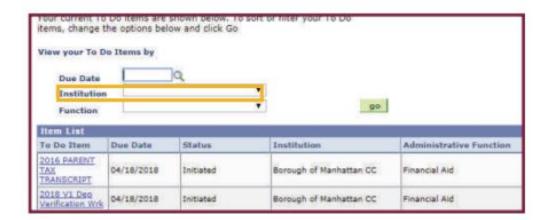
STEP# 1: Login to CUNYfirst at https://home.cunyfirst.cuny.edu.

STEP# 2: Select HR/Campus Solutions from the left menu.

STEP# 3: Navigate to Self Service followed by Student Center. In the To Do List section, you will see a list of outstanding items. Click the "more" link to see more information.



STEP# 4: Review the current outstanding items with your financial aid applications. You will need to sort and filter by institution to make sure you are viewing items related to your college.



By clicking on each **To Do Item**, you can view the details concerning the item, including the office contact information, and instructions on how to resolve the item.

NOTE: You must resolve each To Do item on your Item List. Failure to resolve the items will delay final processing and awarding of your financial aid.

Item List				
To Do Item	Due Date	Status	Institution	Administrative Function
Your Student Refund Options	05/24/201 8	Initiated	Brooklyn College	Student Financials Account
2018 V1 Dep Verification	04/18/201	Initiated	Brooklyn College	Financial Aid

The instructions on the **To Do Item Detail** may ask you to download and submit a form to the Financial Aid Office. To access the form, you may need to copy and paste the web address in the browser. Click on **Return** to go back to your Item List.

To Do List To Do Item Detail 2018 V1 Dep Verification Wrk Aid Year: 2019 Academic Institution: Brooklyn College Administrative Function: Financial Aid Due Date: 04/18/2018 Contact: Brooklyn College Department: Financial Aid Office Phone: 718/951-5051 finaid@brooklyn.cuny.edu Brooklyn College Description

Vour FAFSA was selected by the U.S. Department of Education for review in a process called VERIFICATION. You and your parents must complete, sign, and submit a "2018-2019 Standard Verification V1 Dependent Worksheet" to the Financial Aid Office at your college. The form is available on the CUNY website at: http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/financial-aid/financial-aid-forms/common-forms/20182019DEPV1.pdf

2018-2019 VERIFICATION PROCESS GUIDE

Your 2018-2019 FAFSA has been selected for federal review in a process called
"verification". Please submit the following requirements to the Financial Aid counter
located at the Enrollment Services Center (ESC) in the West Quad Center. All Brook-
lyn College Financial Aid Resources & Forms are available a
www.brooklyn.cuny.edu/FinancialAid.
☐ 2018-2019 VERIFICATION WORKSHEET: Be sure to print the correct form according
to your dependency status and Verification Tracking group
☐ V1- Standard Verification Worksheet (Dependent or Independent)
□ V4− Custom Verification Worksheet (Dependent or Independent)
□ V5- Aggregate Verification Worksheet (Dependent or Independent)
VERIFICATION OF INCOME: WHAT DO YOU NEED?
_
☐ 2016 IRS TAX RETURN TRANSCRIPT: If 2016 taxes were filed, but the IRS Data Re-
trieval Tool was NOT used successfully to electronically transfer tax
information on your online FAFSA application, you must submit a 2016 Tax Return Transcript: Based on your FAFSA, 2016 Tax Return Transcripts are required for:
☐ Student ☐ Spouse ☐ Parent 1 ☐ Parent 2
2016 PROOF OF NON-TAX FILING: If you are an independent student and you/your
spouse did not file taxes, you/your spouse must submit proof of non-tax filing. If you are
a dependent student and your parent(s) did not file taxes, they must submit proof of non
-tax filing. Based on your FAFSA, Proof of Non-Filing for 2016 is required for:
☐ Student ☐ Spouse ☐ Parent 1 ☐ Parent 2
2016 W2 FORMS OR 2016 W2 WAGE & INCOME TRANSCRIPT: If you/ your spouse/
your parent worked, but did not file taxes, 2016 W2 forms must be provided. If original
W2 Form cannot be obtained, you can request a W2 Wage and Income Transcript from
the IRS. Based on your FAFSA, 2016 W2 Forms are required for:
☐ Student ☐ Spouse ☐ Parent 1 ☐ Parent 2
How to Obtain Verification of Income:
You can obtain a Tax Return Transcript, Proof of Non-Filing, or a W2 Wage and Income
Transcript in ONE of the following ways:
To order ONLINE go to: www.IRS.gov/Individuals/Get-Transcript To order by TELEPHONE request, contact IRS at 1-800-908-9946 or 1-800-829-1040
To order by MAIL, complete Form 4506-T
http://www.irs.gov/pub/irs-pdf/f4506t.pdf & mail to address indicated on form
To obtain In-PERSON, visit your local IRS office. Location & office hours can be found on www.IRS.gov.
•
ADDITIONAL VERIFICATION REQUIREMENTS: After a review of your
online FAFSA application, a Financial Aid Representative may request one or more of
the below items: SCHEDULE E: This will be found within the Tax Return(s), if applicable.
ASSET CONFIRMATION WORKSHEET: This will be found under "Resources and Forms"
■ MORTGAGE STATEMENT:: the mortgage statement must be from the FAFSA filing date,
☐ (ORIGINAL) PASSPORT, BIRTH CERTIFICATE, PERMANENT RESIDENCY CARD
TI PROOF OF SELECTIVE SERVICE REGISTRATION