VIEW YOUR “TO DO” LIST

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](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.

**NOTE:** If you will be attending Brooklyn College, you are only required to resolve the items listed for Brooklyn College. It is not necessary to resolve items listed for other CUNY Colleges in order to finalize your financial aid or conducting other business at Brooklyn College.

---

**To Do List**

Your current To Do items are shown below. To sort or filter your To Do items, change the options below and click Go.

View your To Do Items by

- Due Date
- Institution
- Function

<table>
<thead>
<tr>
<th>Item List</th>
<th>Due Date</th>
<th>Status</th>
<th>Institution</th>
<th>Administrative Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015 Parent IRS Tax Transcript</td>
<td>05/12/2016</td>
<td>Initiated</td>
<td>Brooklyn College</td>
<td>Financial Aid</td>
</tr>
<tr>
<td>2016 V1 Dep Verification Wk</td>
<td>05/12/2016</td>
<td>Initiated</td>
<td>Brooklyn College</td>
<td>Financial Aid</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Item List</th>
<th>Due Date</th>
<th>Status</th>
<th>Institution</th>
<th>Administrative</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015 Parent IRS Tax Transcript</td>
<td>05/12/2016</td>
<td>Initiated</td>
<td>Brooklyn College</td>
<td>Financial Aid</td>
</tr>
<tr>
<td><strong>2016 V1 Dep Verification Wrk</strong></td>
<td>05/12/2016</td>
<td>Initiated</td>
<td>Brooklyn College</td>
<td>Financial Aid</td>
</tr>
</tbody>
</table>

The **To Do Item Detail** provides you instructions on how to complete the requirement. For example, your To-Do Item 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 a browser.

**2016 V1 Dep Verification Wrk**

<table>
<thead>
<tr>
<th>Aid Year:</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Institution:</strong></td>
<td>Brooklyn College</td>
</tr>
<tr>
<td><strong>Administrative Function:</strong></td>
<td>Financial Aid</td>
</tr>
<tr>
<td><strong>Due Date:</strong></td>
<td>05/12/2016</td>
</tr>
<tr>
<td><strong>Contact:</strong></td>
<td>Brooklyn College</td>
</tr>
<tr>
<td><strong>Department:</strong></td>
<td>Financial Aid Office</td>
</tr>
<tr>
<td><strong>Phone:</strong></td>
<td>718/951-5051</td>
</tr>
<tr>
<td><a href="mailto:finaid@brooklyn.cuny.edu">finaid@brooklyn.cuny.edu</a></td>
<td></td>
</tr>
<tr>
<td>Brooklyn College</td>
<td></td>
</tr>
</tbody>
</table>

**Description**

Your 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 "2016-2017 Standard Verification V1 Dependent Worksheet" to the Financial Aid Office at your college. The form is available on the CUNY website at: https://www.cuny.edu/admissions/financial-aid/FinancialAidForms/commonforms/2016.
2017-2018 VERIFICATION PROCESS GUIDE

Your 2017-2018 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) West Quad Lobby or Fax: 718-951-4778. Upon review, you may be required to submit additional information.

☐ 2017-2018 VERIFICATION WORKSHEET

All Brooklyn College Financial Aid Resources & Forms are available at www.brooklyn.cuny.edu/FinancialAid. 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)

☐ 2015 IRS TAX RETURN TRANSCRIPT or 2015 FEDERAL INCOME TAX RETURN (Form 1040, 1040A/EZ)

Required for ☐ Student ☐ Spouse ☐ Parent 1 ☐ Parent 2

If you have not successfully used the IRS Data Retrieval Tool to electronically transfer tax information on your online FAFSA application, you must submit ONE of the following:

1) 2015 IRS Tax Return Transcript
   - To order **ONLINE** go to: www.irs.gov/Individuals/Get-Transcript
   - To order by **TELEPHONE** request, contact IRS at 1-800-829-1040
   - To order by **MAIL**, complete Form 4506-T
     http://www.irs.gov/publications/p4506t.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.

2) Signed 2015 Federal Income Tax Return (Form 1040, 1040A/EZ)

☐ 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, Asset Worksheet and Mortgage statement (from FAFSA filing date)
   If you (and/or parent) filed a Schedule E form on your (or your parents') 2015 Income Tax Return, you must report Asset Information by submitting a 2017-2018 Asset Verification Worksheet (available on our BC Financial Aid website) and provide mortgage statements and property value information accordingly.

☐ Student 2015 W2 Forms
☐ Parent 2015 W2 Forms
☐ Passport/ Permanent Residency Card/ SSI registration