



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>.

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.

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

go

Item List				
To Do Item	Due Date	Status	Institution	Administrative Function
2016 PARENT TAX TRANSCRIPT	04/18/2018	Initiated	Borough of Manhattan CC	Financial Aid
2018 V1 Dep Verification Wrk	04/18/2018	Initiated	Borough of Manhattan CC	Financial Aid

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	05/24/2018	Initiated	Brooklyn College	Student Financials Account
2018 V1 Dep Verification	04/18/2018	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	
<p>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 "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</p>	

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 Brooklyn College Financial Aid Resources & Forms are available at 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 Retrieval 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/t4506t.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**
- PROOF OF SELECTIVE SERVICE REGISTRATION**