



FINANCIAL AID CHECKLIST JOB AID (UMBOS)

The table below outlines all of the Financial Aid checklists. These are sorted alphabetically by the checklist.

Checklist	Checklist Description	Function	Intrnl/Extrnl	Checklist Sequence	Checklist Item	Checklist Item Description
BCF01X	A Copy of Student's Birth Cert	GEN	I	100	FCSBTH	Please submit a copy of your Birth Certificate.
BCF02X	Proof of U.S. Citiz./Elig. Non	GEN	I	100	FCCITZ	Please submit proof of your U.S. Citizenship Status or eligible non-citizenship status. For example a copy of Birth Certificate, US Passport, Certificate of Naturalization, Alien Registration Card etc.
BCF03X	Proof of Veteran Status	GEN	I	100	FCD214	Please submit proof of your Veteran Status (ex. DD-214 Form).
BCF09X	A Copy of Student's SSR Card	GEN	I	100	FCSSR	Please submit proof of your Selective Service Registration.
BCF16X	A Copy of Student's SSC	GEN	I	100	FCSSSC	Please submit a copy of your Social Security Card.
BCF17X	A Copy of Father's Birth Cert	GEN	I	100	FCFBTH	Please submit a copy of your Father's Birth Certificate.
BCF18X	A Copy of Mother's Birth Cert	GEN	I	100	FCMBTH	Please submit a copy of your Mother's Birth Certificate.
BCFL01	A Copy of Student's Birth Cert	FINA	E	100	FCSBTH	Please submit a copy of your Birth Certificate.
BCFL02	Proof of U.S. Citiz./Elig. Non	FINA	E	100	FCCITZ	Please submit proof of your U.S. Citizenship Status or eligible non-citizenship status. For example a copy of Birth Certificate, US Passport, Certificate of Naturalization, Alien Registration Card etc.
BCFL03	Proof of Veteran Status	FINA	E	100	FCD214	Please submit proof of your Veteran Status (ex. DD-214 Form).
BCFL04	Drug Enforcement Compliance	FINA	E	100	FCDRUG	Please review question 31 (drug conviction) on your Student Aid Report and make the necessary corrections. Contact 1-800-4-FED-AID for additional help with this question.
BCFL06	A copy of Father's SSC	FINA	E	100	FCFSSC	Please submit a copy of your Father's Social Security Card
BCFL08	A copy of Mother's SSC	FINA	E	100	FCMSSC	Please submit a copy of your Mother's Social Security Card.
BCFL09	A Copy of Student's SSR Card	FINA	E	100	FCSSR	Please submit proof of your Selective Service Registration.
BCFL10	Military Release Form	FINA	E	100	FCVET	A copy of Upcoming Release Form from your Military Branch, stating Intent to Release from Active Duty.



Checklist	Checklist Description	Function	Intrnl/Extrnl	Checklist Sequence	Checklist Item	Checklist Item Description
BCFL13	NSLDS - Over Aggregate	FINA	E	100	FCOAGG	Based upon data provided by the National Student Loan Data System (NSLDS) we have determined that you may have recieved a total amount of student loans that exceeds the loan limits established for the federal loan programs. Please contact your schools loan counselor.
BCFL14	DOE Default on Student Loan	FINA	E	100	FCDFLT	The Department of Education has notified our office that you are in default on a student loan. You must bring in documentation showing that your loan is no longer in default or that you have made satisfactory repayment arrangements with the holder of you
BCFL15	Loan Cancel Proof of Disablity	FINA	E	100	FCDISB	Since you have had your past student loans forgiven due to disability you must submit a Doctor's Note regarding the status of your disability before any new loans can be disbursed to you.
BCFL16	A Copy of Student's SSC	FINA	E	100	FCSSSC	Please submit a copy of your Social Security Card.
BCFL17	A Copy of Father's Birth Cert	FINA	E	100	FCFBTH	Please submit a copy of your Father's Birth Certificate.
BCFL18	A Copy of Mother's Birth Cert	FINA	E	100	FCMBTH	Please submit a copy of your Mother's Birth Certificate.
BCFL19	NSLDS - Over Payment	FINA	E	100	FCOPAY	The National Student Loan Data System indicates you have received an overpayment of Federal Student Aid Funds. You must provide proof that this issue has been resolved. Contact the U.S. Department of Education at 1-800-621-3115.
BCFL20	Loans in an Active Bankruptcy	FINA	E	100	FCBNKR	The National Student Loan Data System (NSLDS) has reported that you have one or more student loans in an active bankruptcy status. You must complete in person student loan counseling with your UMass financial aid advisor.
BDRLN	Direct Loan	FINA	E	100	FLDENT	Please complete Federal Direct Loan Entrance Counseling. You may complete the counseling online at www.dlssonline.com . If you are unable to complete this online please contact our office for further assistance.



Checklist	Checklist Description	Function	Intrnl/Extrnl	Checklist Sequence	Checklist Item	Checklist Item Description
BDRLN	Direct Loan	FINA	E	200	FLDEPN	Please complete the Federal Direct Loan Master Promissory Note on-line at www.dlenote.ed.gov . If you are unable to complete this online please contact our office for further assistance.
BDRLNX	Direct Loan	GEN	I	100	FLDENT	Please complete Federal Direct Loan Entrance Counseling. You may complete the counseling online at www.dlssonline.com . If you are unable to complete this online please contact our office for further assistance.
BDRLNX	Direct Loan	GEN	I	200	FLDEPN	Please complete the Federal Direct Loan Master Promissory Note on-line at www.dlenote.ed.gov . If you are unable to complete this online please contact our office for further assistance.
BDVRF1	Dependent Verification	FINA	E	100	FDDV03	Dependent Verification Worksheet
BDVRF1	Dependent Verification	FINA	E	200	FPTA03	Please submit a signed copy of the Student's and Parent(s) 2003 Federal Tax Return(s) including all Schedules. If you do not have a copy of the tax return you may request a Tax Transcript from the IRS at 1-800-829-1040.
BDVRF1	Dependent Verification	FINA	E	300	FPWT03	Please submit your Parent(s) 2003 W-2 form(s). If you do not have all required forms, you may request a transcript of the W-2 forms from the IRS at 1-800-829-8815.
BDVRF1	Dependent Verification	FINA	E	400	FSTA03	Please submit a signed copy of the Student's 2003 Federal Tax Return including all Schedules. If you do not have a copy, you may request a Tax Transcript from the IRS at 1-800-829-1040.
BDVRF1	Dependent Verification	FINA	E	500	FSW203	Please submit Student's 2003 W-2 form(s). If you do not have all required W-2 Forms you may request a transcript from the IRS at 1-800-829-8815.
BDVRF2	Dependent Verification	FINA	E	100	FDDV04	Dependent Verification Worksheet



Checklist	Checklist Description	Function	Intrnl/Extrnl	Checklist Sequence	Checklist Item	Checklist Item Description
BDVRF2	Dependent Verification	FINA	E	200	FPTA04	Please submit a signed copy of the Student's and Parent(s) 2004 Federal Tax Return(s) including all Schedules. If you do not have a copy of the tax return you may request a Tax Transcript from the IRS at 1-800-829-1040.
BDVRF2	Dependent Verification	FINA	E	300	FPWT04	Please submit your Parent(s) 2004 W-2 form(s). If you do not have all required forms, you may request a transcript of the W-2 forms from the IRS at 1-800-829-8815.
BDVRF2	Dependent Verification	FINA	E	400	FSTA04	Please submit a signed copy of the Student's 2004 Federal Tax Return including all Schedules. If you do not have a copy, you may request a Tax Transcript from the IRS at 1-800-829-1040.
BDVRF2	Dependent Verification	FINA	E	500	FSW204	Please submit Student's 2004 W-2 form(s). If you do not have all required W-2 Forms you may request a transcript from the IRS at 1-800-829-8815.
BFAFSA	FAFSA	FINA	E	100	FFAFSA	Your Free Application for Federal Student Aid (FAFSA) has been rejected for processing due to incomplete or missing information. Please refer to your Student Aid Report for details or contact our office for assistance.
BFHSDP	Strmnt of HS Diploma or GED	FINA	E	100	FHSDIP	Please submit proof of your high school graduation or GED.
BIVRF1	Independent Verification	FINA	E	100	FIIV03	Please submit an Independent Verification Worksheet.
BIVRF1	Independent Verification	FINA	E	200	FSTA03	Please submit a signed copy of the Student's 2003 Federal Tax Return including all Schedules. If you do not have a copy, you may request a Tax Transcript from the IRS at 1-800-829-1040.
BIVRF1	Independent Verification	FINA	E	300	FSW203	Please submit Student's 2003 W-2 form(s). If you do not have all required W-2 Forms you may request a transcript from the IRS at 1-800-829-8815.
BIVRF2	Independent Verification	FINA	E	100	FIIV04	Please submit an Independent Verification Worksheet.



Checklist	Checklist Description	Function	Intrnl/Extrnl	Checklist Sequence	Checklist Item	Checklist Item Description
BIVRF2	Independent Verification	FINA	E	200	FSTA04	Please submit a signed copy of the Student's 2004 Federal Tax Return including all Schedules. If you do not have a copy, you may request a Tax Transcript from the IRS at 1-800-829-1040.
BIVRF2	Independent Verification	FINA	E	300	FSW204	Please submit Student's 2004 W-2 form(s). If you do not have all required W-2 Forms you may request a transcript from the IRS at 1-800-829-8815.
BLEXIT	Direct Loan Exit Counseling	FINA	E	100	FEEXIT	Our records indicate that you have graduated, withdrawn, or dropped below half-time status. As a borrower through the Federal Stafford Loan Program, Federal Direct Loan Program and/or Federal Perkins Loan Program, you are required to complete Loan Exit Counseling each time you withdraw or graduate from an institution. Please contact the Financial Aid Office to schedule an exit counseling session.
BLOANX	Borrowed Loans in Legacy	GEN	I	100	FLLOAN	Indicates student borrowed loan(s) in Legacy System. Will be used to ensure exit materials are sent to previous borrowers who do not apply for Financial Aid in PeopleSoft.
BMANIL	Mass NIL	FINA	E	100	FOENT	Please complete the Massachusetts No-Interest Loan Entrance Interview Form.
BMANIL	Mass NIL	FINA	E	200	FOMPN	Please complete your Massachusetts No-Interest Loan Promissory Note at the Financial Aid Office. You must provide two complete references with different addresses.
BMGCFL	Certification Roster - Fall	FINA	I	100	FMGCFL	Mass Grant Cert Fall
BMGCSP	Certification Roster - Spring	FINA	I	100	FMGCSP	Mass Grant Cert Spring
BMGPFL	Payment Roster - Fall	FINA	I	100	FMGPFL	Mass Grant Pay Fall
BMGPSP	Payment Roster - Spring	FINA	I	100	FMGPSP	Mass Grant Pay Spring
BPLSLN	PLUS Loan	FINA	E	100	FQPAPP	Federal Direct Parent Plus Loan Application
BPLSLX	PLUS MPN	GEN	I	100	FQPMPN	Please complete the Federal Direct Parent Plus Master Promissory Note.



Checklist	Checklist Description	Function	Intrnl/Extrnl	Checklist Sequence	Checklist Item	Checklist Item Description
BPRKN	Perkins	FINA	E	100	FRMPN	Your Federal Perkins Loan Master Promissory Note is available for signature.
BPRKNX	Perkins	GEN	I	100	FRMPN	Your Federal Perkins Loan Master Promissory Note is available for signature.
BSAP	Satisfactory Academic Progress	FINA	E	100	FGSINL	You are ineligible for financial aid for 2004-2005 due to failure to meet Federal Satisfactory Academic Progress requirements for financial aid. If you wish to be considered for aid in 2004-2005, please complete and return the appeal form.
BSPCND	Special Conditions	FINA	E	100	FBDOVR	Please submit your dependency override renewal application.
BWCONT	Work Contract Ret	FINA	I	100	FWCONT	Federal Work Study Employment Contract
BWI9	I9 Form	FINA	E	100	FWI9	Please submit an Employment Eligibility Verification Form (I-9). Please note that you may not begin working on-campus until this form is submitted.
BWI9X	I9 Form	GEN	I	100	FWI9	Please submit an Employment Eligibility Verification Form (I-9). Please note that you may not begin working on-campus until this form is submitted.
BWW4	W4 Form	FINA	E	100	FWW4	Please submit a W-4 Form. Please note that you may not begin working on-campus until all requested documents are submitted.
BWW4X	W4 Form	GEN	I	100	FWW4	Please submit a W-4 Form. Please note that you may not begin working on-campus until all requested documents are submitted.

KEY POINTS

1. Those checklists that are marked as external will be viewable to the student via self service.
2. The checklist items that are listed for each of the checklist are, by default, associated with the checklist.