

# 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 2023-2024 FAFSA online at <https://studentaid.gov>. Select “FAFSA® Form”. You will be prompted to create a FSA User ID if you have not already done so. You will use your 2021 Federal Tax Information to complete your FAFSA. We recommend that you utilize the IRS Data Retrieval Tool as this will greatly speed up the process and help to eliminate input errors. 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 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>)**  
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 3, 2023 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 2023-2024 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, 2023 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:**

**2023/2024 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 2021 Federal Tax Return Information:**

- Use the **IRS Data Retrieval Tool** from the FAFSA to download your 2021 information directly from the IRS. **OR**
- Submit a **2021 Federal Tax Return Transcript**. If requested, a **Federal Tax Return Transcript must be obtained from the IRS**. You can request it online at <http://irs.gov> or by calling 1-800-829-1040. You may also be asked to provide copies of schedules, W-2s, 1099s and tax forms. **OR**
- If a tax return cannot be submitted because you were **Granted a Filing Extension by the IRS** submit the following:
  - a copy of IRS Form 4868, Application for Automatic Extension of Time to File U.S. Individual Income Tax Return
  - Verification of Non-filing Letter from the IRS dated on or after October 1, 2022, attesting that he/she did not file a 2021 IRS income tax return. This can be obtained by submitting IRS Form 4506-T and checking box 7
  - copies of all their W-2 forms (or equivalent)
  - If self-employed, a signed statement with the amount of their AGI and their U.S. income taxes paid **OR**
- If you will not file and are not required to file**, you must provide copies of all W-2's and a "Verification of Non-filing Letter" from the IRS dated on or after October 1, 2022, attesting that you/your spouse did not file a 2021 IRS income tax return. This can be obtained by submitting IRS Form 4506-T and checking box 7.

