

## 2008 – 2009 Free Application for Federal Student Aid (FAFSA) Guide for Haas School of Business MBA Students

Read ALL of the instructions that accompany your FAFSA or Renewal FAFSA.

MBA students at the Haas School of Business, University of California, Berkeley, who are U.S. citizens or U.S. permanent residents, have two alternatives to apply for federal financial aid - please do not submit more than one application:

- 1) **2008-2009 Renewal FAFSA on the Web:** If you are a previous FAFSA filer and have your federal Personal Identification Number (PIN) from the U.S. Department of Education, complete a 2008-2009 Renewal FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Your demographic information will be pre-populated and you simply update 2006 income and current asset information.
- 2) **2008-2009 FAFSA:** If it is your first time applying for federal financial aid, complete the FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) - be sure to select the 2008-2009 form. First time applicants will receive a PIN by e-mail from the U.S. Department of Education once their application is processed. The PIN may be used to make FAFSA corrections or obtain a copy of your processed FAFSA information.

**Federal School Code:** UC Berkeley's Federal School Code is 001312. Include our code on your FAFSA so that we will receive your application information.

**Dependency and Parent Information:** As a graduate or professional student, you are considered independent and are not required to submit your parents' financial information on the FAFSA.

**Types of Aid:** The FAFSA is used to determine eligibility for Federal Direct Subsidized and Unsubsidized Loans and Federal Perkins Loans. It is also used to determine eligibility for low-income parent grants.

**Priority Deadline:** Our priority-processing deadline is March 2, 2008. **If you are an entering student, do not wait until you have been admitted to file your FAFSA.** Whether you are an entering or continuing student, filing your FAFSA early allows enough processing time for disbursement of funds at the beginning of fall semester. If you miss the priority deadline, you may still apply for financial aid, and possibly be eligible for Federal Direct Subsidized and Unsubsidized Loans.

**Student Aid Report (SAR):** You will receive an SAR, showing your Expected Family Contribution (EFC) in the top-right corner, from the Department of Education after submitting your FAFSA. Read the SAR carefully for messages regarding your application status and database matches. If there are no problems with your application, your data will be submitted electronically to UC Berkeley. *You do not need to submit the SAR to us.* After receiving your data from the Department of Education, UC Berkeley will send you a Financial Award Notification or instructions regarding other documents we may require. If your SAR indicates that you have been selected for a process called "verification", you can disregard this. Berkeley has its own criteria for verification, distinct from the federal process. If Berkeley selects you for verification, you will receive separate notification. Required documentation includes your signed calendar year 2007 federal tax return, with all schedules and W-2s (and that of spouse, if married), and completion of the verification form.

**Mailing Address:** Financial Aid correspondence will be sent to your local address during the school year and to your permanent address during the summer. If you are a current Berkeley student, you may update either address by using Bear Facts (<https://sis.berkeley.edu/bearfacts>). Be certain your Haas e-mail address is listed in Bear Facts as most campus communiqués are now sent electronically.

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## TIPS FOR COMPLETING THE 2008– 2009 FAFSA

- ◆ Read the FAFSA instructions carefully. If you have questions, call (510) 643–0183.
- ◆ Check your Social Security card to be sure you type the correct number.
- ◆ Use the same name on the FAFSA as is listed on your Social Security card.
- ◆ If you are a citizen or about to become a citizen, do NOT enter your alien registration number.
- ◆ The 2008 – 2009 FAFSA covers the academic year from July 1, 2008 through June 30, 2009.
- ◆ If you have not finished your federal tax return at the time you complete the FAFSA, estimate calendar year 2007 income and tax figures as accurately as possible.
- ◆ The UC Berkeley Financial Aid Office will notify you if other documents are needed.
- ◆ Do not contact the Haas Financial Aid Office regarding special circumstances until after accepting your financial aid awards online at <https://sis.berkeley.edu/bearfacts>

## Steps in the Financial Aid Process

- ◆ File a Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
- ◆ If the UC Berkeley Financial Aid Office requests it, submit additional documentation.
- ◆ Once you have a UC CalNet ID and passphrase and have received your Financial Award Notification, beginning in April, accept your awards online at <https://sis.berkeley.edu/bearfacts/>
- ◆ Complete the Direct Loan Master Promissory Note online at <http://www.dlenote.ed.gov/>
- ◆ Complete the online Entrance Counseling for Borrowers at <https://www.dlsonline.com>
- ◆ Sign up for Electronic Funds Transfer (EFT) at <http://eftstudent.berkeley.edu>
- ◆ Attend the required financial aid session during Orientation Week at Haas in August.
- ◆ Register for classes (enrollment must be at least six units for financial aid to credit your account). Entering students will register for classes during the Orientation Week.
- ◆ Report all resources: any scholarship or fellowship, employer assistance, any benefits not reported on the FAFSA, and any other income, i.e., GSR and GSI income, fee remissions. Students who do not report all outside resources may be required to repay financial aid received.
- ◆ If you withdraw from school, leave Haas, or are dismissed from UC Berkeley for any portion of the academic year, you may be billed for funds received.
- ◆ To apply for supplemental loans, refer to information at <http://www.haas.berkeley.edu/MBA/finaid/>

## Contact Information

<p style="text-align: center;"><b>Charles W. Conn</b>  <b>Assistant Director of Financial Aid</b>            Haas Student Services Building 420 L            University of California Berkeley, #1900            Berkeley, CA 94720-1900            (510) 643 – 0183            finaid@haas.berkeley.edu  <a href="http://www.haas.berkeley.edu/MBA/finaid/">http://www.haas.berkeley.edu/MBA/finaid/</a></p>	<p style="text-align: center;"><b>Customer Service</b>            Federal Student Aid Information Center            1 – 800 – 4 – FED – AID  <a href="http://www.studentaid.ed.gov">http://www.studentaid.ed.gov</a></p> <p style="text-align: center;"><b>FAFSA on the Web</b>  <a href="http://www.fafsa.ed.gov">http://www.fafsa.ed.gov</a></p>
<p><b>UC Berkeley Residency Office</b> (510) 642-1614            Sproul Hall 39                      press 5  <a href="http://registrar.berkeley.edu/Residency/legalinfo.html">http://registrar.berkeley.edu/Residency/legalinfo.html</a></p> <p><b>UC Berkeley Billing and Payment Services Office</b>            University Hall 140 (510) 642-3190  <a href="http://billingservices.vcbf.berkeley.edu">http://billingservices.vcbf.berkeley.edu</a></p> <p><b>U.S. Citizenship and Immigration Services (USCIS)</b>            forms request line 1-800-870-3676  <a href="http://uscis.gov/">http://uscis.gov/</a></p>	<p style="text-align: center;"><b>Bear Facts</b>  <a href="https://sis.berkeley.edu/bearfacts">https://sis.berkeley.edu/bearfacts</a>            With a CalNet ID and a passphrase, currently enrolled students can look at their financial aid record and CARS information as well as update address/phone and review residency status.</p> <p style="text-align: center;"><b>IRS (Internal Revenue Service)</b>            1-800-829-1040  <a href="http://www.irs.ustreas.gov/">http://www.irs.ustreas.gov/</a></p>