

**Financial Aid Checklist for Undocumented Students Applying for Institutional Aid
Using the 2022-2023 AACTUS – FinAid Office Use Only**

Date of Review: _____

Banner ID: _____

If application is found incomplete or conflicting information is discovered requiring additional documentation/ explanation, specify here:

Initial Paperwork Review:

- AACTUS completed & signed
 - Review signatures and dates on last page
- DD-214 with Honorable status (Veterans only)

Required Income and Tax Documentation:

Independent Filers	Independent Nonfiler	Dependent Student Filer	Dependent Student Nonfiler	Parent Filer	Parent Nonfiler
<input type="checkbox"/> 2020 Federal Tax Return or IRS Tax Return Transcript	<input type="checkbox"/> 2020 IRS Verification of Nonfiling	<input type="checkbox"/> 2020 Federal Tax Return or IRS Tax Return Transcript	<input type="checkbox"/> W-2 Form(s)	<input type="checkbox"/> 2020 Federal Tax Return or IRS Tax Return Transcript	<input type="checkbox"/> 2020 IRS Verification of Nonfiling
<input type="checkbox"/> Other 2020 Tax Transcript	<input type="checkbox"/> W-2 Form(s)	<input type="checkbox"/> Other 2020 Tax Transcript	<input type="checkbox"/> 1099 Form(s)	<input type="checkbox"/> Other 2020 Tax Transcript	<input type="checkbox"/> W-2 Form(s)
<input type="checkbox"/> Other documentation (specify)	<input type="checkbox"/> 1099 Form(s)	<input type="checkbox"/> Other documentation (specify)	<input type="checkbox"/> Other wage statements (specify)	<input type="checkbox"/> Other documentation (specify)	<input type="checkbox"/> 1099 Form(s)
	<input type="checkbox"/> Other wage statements (specify)				<input type="checkbox"/> Other wage statements (specify)

Eligibility Check: FAAs must review

- Page One: Student citizenship eligible for AACTUS
- Part One – all checked, signed dated
- Student is in Title IV-eligible Program (RSISTDN/ RWVMAJR)
- Student is CT resident (RSISTDN)
- Student meets SAP standard (ROASTAT)
SAP Status as of review: _____
- Student filed taxes appropriately

Determining Financial Need - PROD

- Student meets Automatic Zero criteria: (If so, skip to Determine Financial Need)
 - Has dependents other than a spouse –AND-
 - Has taxable income of \$27,000 or less –AND-
 - Meets one of the following:
 - Someone in household has means-tested benefit
 - Student/spouse is dislocated worker
 - Student/spouse filed a 2020 IRS Form 1040, but did not file a Schedule 1

- Determining Financial Need
 - Input data from AACTUS and other documentation as Manual record in RNANA23
 - Run Period Budget Grouping from ROAIMMP for Needs Analysis

Student's COA: _____

Aid Period: _____

Budget Group: _____

- Calculate EFC in PROD: _____
 - 9-month
 - Prorated for _____ months

Financial Need:
Gross Need: _____

Unmet Need: _____ (accounting for resources)

Student IS / IS NOT eligible for institutional aid.

Amount to be awarded per college policy: _____

Award Aid to Eligible Student - PROD

- In RBAPBUD, select Budget Group for each payment period and Save.
- Verify Budget amounts.
- Lock Budget Group for each payment period. Save.
- In RPAAWRD, award grant in Production under Fund Code xCCGIU

Memo: _____

