



Financial Aid
May Hall, Room 111
Dickinson State University
291 Campus Drive
Dickinson, ND 58601-4896

Office Hours: 7:45 a.m. - 4:30 p.m. Monday - Friday
Phone: 1-800-279-4295 ext. 2 or 701-502-4407
Fax: 701-483-2409
Web: www.dickinsonstate.edu
Email: dsu.financialaid@dickinsonstate.edu

FINANCIAL AID VERIFICATION PROCESS

Your 2025 - 2026 Free Application for Federal Student Aid (FAFSA) has been selected for a review process called "Verification." In this process, the Financial Aid Office will compare the information you provided on your FAFSA with the financial documents requested by our office. If there are discrepancies, additional information may be requested or corrections will be made and your financial aid award notification may be adjusted.

Please be advised that the Verification process can take up to **four** weeks after receipt of *all* requested documentation. ***Your financial aid cannot be disbursed until the process is complete.*** Therefore, we ask that you submit all information **WITHIN 30 DAYS**. Incomplete or illegible paperwork will be returned to you, thereby delaying the processing of your financial aid disbursement. Failure to return the requested documentation may result in the cancellation of your aid. Thank you for your cooperation and prompt response.

Please follow the steps below to successfully complete verification.

1. Enclosed is your verification notice. It lists the items needed to complete verification. You may also find the items on your To Do List located in Campus Connection.
2. Verification documents can be sent to the Financial Aid Office by:
 - a. LiquidFiles at: <https://sendfiles.ndus.edu/filedrop/DSU-Financial-Aid>
 - b. Email: DSU.FinancialAid@dickinsonstate.edu
 - c. In Person: May Hall 111
 - d. Fax: 701-483-2409
 - e. Mail to: DSU Financial Aid Office
291 Campus Drive
Dickinson, ND 58601
3. Once verification is completed, you will receive an email (to your dickinsonstate.edu email) confirming that verification has been completed and directions for accepting your aid offer(s).
4. View your Financial Aid Offer in Campus Connection. All new students will receive an offer by mail or email. Returning students will receive an email (to your dickinsonstate.edu email). Offers are sent out based on the following timeline:
 - a. New first year students - March
 - b. New transfer students – April
 - c. Returning students – June

**If awarding has already started based on the above timeline, students can expect an offer within 2 weeks.
5. Accept or Decline your Financial Aid that is offered in Campus Connection.
* If accepting a loan, complete **Master Promissory Note** and **Entrance Loan Counseling** at www.studentaid.gov

IRS TAX RETURN TRANSCRIPT PROCESS

Tax filers can request a Tax Return Transcript, Wage Transcript, or Letter of Non-Filing from the Internal Revenue Service (IRS), **free** of charge, in one of the following ways:

1. **Online Request:** Available on the IRS website at <https://www.irs.gov/individuals/get-transcript>
 - You can print your transcript online or have it mailed to you:

Request Online

Request your transcript online for the fastest result.

What You Need


If you don't have an existing IRS username or ID.me account, have your photo identification ready.

What You Get

- All [transcript types](#) are available online
- View, print or download your transcript
- Verify your identity once, and you can easily return later to get a transcript or use other IRS online services.

[Get Transcript Online](#)

Caution: This service is for individual taxpayers to retrieve their own transcripts for their own purposes. Use by any other entities is prohibited.

- Sign in or create an account if you do not have one.
 - Reason you need a transcript: Higher Education/Student Aid.
 - Customer File Number Can be left Blank. Hit Go.
 - Select 2023 Return Transcript or 2023 Wage Transcript.
- *Letters of non filing will have  behind it.

Alternative to Requesting a Transcript Online

We recommend requesting a transcript online, since that's the fastest method. If you can't get your transcript online, you can request one by mail instead.

What You Need

To request a transcript by mail, you need your mailing address from your latest return.

What You Get

- Tax Return or Tax Account [transcript types](#) delivered by mail
- If you need your prior year Adjusted Gross Income (AGI) to e-file, choose the tax return transcript type when making your request.
- Transcripts arrive in **5 to 10 calendar days** at the address we have on file for you

[Get Transcript by Mail](#)

You can also request a transcript by mail by calling our automated phone transcript service at [800-908-9946](tel:800-908-9946).

- Enter your address **exactly** like it is listed on your 2023 tax return.
- Under the Type of Transcript, select the **Return Transcript**.
Do **NOT select *Account Transcript*
- Under the Tax Year, select 2023.
- Hit Continue to complete the request.

2. **Telephone Request:** Available from the IRS by calling 1-800-908-9946.
 - Tax filers must follow prompts to enter their Social Security Number for the person *listed first* on the tax return and the numbers in their street address. Generally, these will be the numbers of the street address that was listed on the latest tax return filed. However, if an address change has been completed through the U.S. Postal Service, the IRS may have the updated address on file.
 - Press 2, to request the IRS Tax Return Transcript, and then enter "2023".
 - If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address that was used in their telephone request in 5 to 10 business days from the time the online request was successfully transmitted to the IRS.
3. **Mail Request:** If unable to request online or by phone, you can request the Tax Return Transcript or Verification of Non-Filing Letter by mail.
 - Go to IRS.gov, search 4506-T, Print off the form and mail to appropriate address.
 - Year request = 12/31/2023
**Mail request can take up to 30 days to be processed and sent back to filer.