

FINANCIAL AID VERIFICATION PROCESS

Your 2026 - 2027 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 accepted or 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. SecureDrop at: <https://sendfiles.ndus.edu/filedrop/DSU-Financial-Aid>
(Link is also located on Financial Aid webpage www.dickinsonstate.edu/financialaid)
 - b. Email: DSU.FinancialAid@dickinsonstate.edu
 - c. In Person: May Hall 111
 - d. 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. 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 – May
 - 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 or Wage Transcript 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>

Access tax records and transcripts in your Individual Online Account

You can view your tax records in your [Individual Online Account](#). This is the fastest, easiest way to:

- View, print or download your transcripts
- Find out how much you owe
- Look at your payment history
- See your prior year adjusted gross income (AGI)
- View other tax records
- Information return documents to assist in filing your claims

[Sign in to your online account](#)

Note: The method you used to file your tax return (e-file or paper) and whether you had a balance due affects your [current year transcript availability](#).

- a) Sign in or create an account if you do not have one.
- b) Select **2024** Return Transcript or **2024** Wage Transcript.
- c) Transcript will open online for printing or saving

2. **Mail Request:** Available to request on the IRS website at <https://www.irs.gov/individuals/get-transcript>

Alternative to getting a transcript online

We recommend getting a transcript online since that's the fastest method. If you're unable to register, you can get a tax return or tax account transcript mailed to you instead.

What you need

To get a transcript mailed to you, you need your mailing address from your latest return.

What you get

- Tax return or tax account [transcript types](#) delivered by mail
- Transcripts that 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 be mailed to you by calling our automated phone transcript service at [800-908-9946](tel:800-908-9946).

- a) Enter in the required fields (SSN, DOB, address, zip)
- b) Request Return Transcript (Not "Account Transcript") and in the Tax Year Field select "**2024**"
- c) Customer File Number Can be left blank
- d) You can expect to receive a paper IRS Tax Transcript at your address in 5-10 business days.