BAYLOR COLLEGE OF MEDICINE
Instructions for the Financial Aid Application
<u>Medical Students</u>

Allow up to 6 weeks for processing before a financial aid offer is made.
A new application is required each year that you are seeking financial aid.
Institutional loans and need-based scholarships are not guaranteed and are subject to availability on a year-to-year basis.

For Loans – Complete Step 1 & 2

Step 1: FAFSA

I. Complete the FAFSA (Free Application for Federal Student Aid)
   - http://www.fafsa.ed.gov/ The BCM school code is 015170.
   - The FAFSA must be completed by the student, **not by a parent or spouse.**
   - All BCM applicants are **independent** for financial aid purposes, regardless of whether they are claimed on a parent's or spouse's tax return.

II. Use the IRS Data Retrieval Tool (DRT)
   - The DRT allows applicants to transfer tax data directly from the IRS to the FAFSA.
   - If you do not use the DRT a paper tax return must be submitted.
   - More information can be found at https://studentaid.gov/apply-for-aid/fafsa

III. To avoid delays, review and resolve any and all errors on your FAFSA.

IMPORTANT INFORMATION FOR ALL APPLICANTS:

The following documents <u>may</u> be required if you are selected for FAFSA verification.
Do not submit these documents unless instructed by the FAFSA or the Student Financial Aid office:

- U. S. IRS Tax Return – Obtain a copy of your 2022 tax return at http://www.irs.gov/Individuals/Get-Transcript
- IRS Letter of Non-filing - After June 15, visit https://www.irs.gov/individuals/tax-returntranscript-types-and-ways-to-order-them. On the 4506-T form, checkmark Box 7.
- Letter of Recurring BCM Scholarship
- Proof of U.S. Citizenship
- Proof of Selective Service
- Marriage Certificate
- Child Care or Day Care additional documentation
- Bank Statements
- Proof of disability or unemployment letters
- In addition to your tax return, a transcript from the IRS of your filed return(s) may be requested at any time.
- Additional documents for need-based scholarship applicants

Office of Student Financial Aid
Contact: financialaid@bcm.edu, 713-798-4603, **Location:** Cullen Bldg, Suite 415A
Address: Baylor College of Medicine, One Baylor Plaza MS: BCM 195, Houston, TX 77030

TROUBLESHOOTING: If you are having trouble with access, submission, or functionality of the online application contact the BCM-IT Helpdesk at 713-798-8737. For all other questions, please contact the office of Student Financial Aid. We will accept hard-copies by mail or in-person. Fax and e-mail attachments are not accepted. Do not submit multiple applications (do not submit both an online and hard-copy application) as this will delay processing.

DISBURSEMENT: To receive your disbursement, there will be additional steps for you to complete which will be provided in the financial aid offer letter. All financial aid, including scholarships, are first applied to tuition and account charges. The remaining credit balance will be issued as a refund to the method selected through **Student Account Services**, sas@bcm.edu, 713-798-4322.