Application Instructions and Checklist for Financial Aid
Tufts University School of Medicine
Medical Students

Candidates for admission are encouraged to complete all financial aid materials as soon as possible. **Do Not Wait Until You Are Accepted To Apply For Financial Aid.** Students who wait may miss important deadlines and thus, certain financial aid funds. Incoming students will begin to receive Financial Aid Award Notices in April. Second year students whose applications are completed by the priority deadline will begin receiving their Financial Aid Award Notices in June. Third and fourth year students whose applications are completed by the priority deadline will begin receiving their Financial Aid Award Notices beginning in May.

For priority consideration, the Office of Financial Aid must receive all application materials by March 31, 2017.

**LATE APPLICANTS:** Files completed after the deadline will be reviewed after all on-time applicants. This may result in delayed receipt of funds. Additionally, students who were otherwise eligible may not receive any or all institutional aid if funds not remain.

**IMPORTANT ADDITIONAL INFORMATION:** We feel it is critical for the student/applicant to take ownership in the financial aid process. We encourage students/applicants to work closely with the Office of Financial Aid throughout their educational studies at Tufts University School of Medicine. We are not able to discuss information pertaining to financial aid with any party other than the student. However, we will accept release forms in limited situations should an unforeseen emergency and/or extenuating circumstance arise.

1. **Submit TUSM Application for Financial Aid** (required for Federal and/or Institutional Assistance consideration)

2. **2017 – 18 Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov).** TUSM’s school code is E00520.

   Starting in 2017-18, the FAFSA will be available on October 1st of each year. The FAFSA should be completed at least 2 weeks prior to the deadline. The FAFSA will include information from two years prior (2015) so students and families should have this information readily available. While estimated income information may be used, this information should be updated to include actual tax information at a later time. We encourage all students to utilize the IRS Data Retrieval tool if they are eligible to do so —see details below.

   **In an effort to simplify the FAFSA application, reduce errors and prevent fraud, the Department of Education (ED) and the Internal Revenue Service (IRS) have created a process called IRS Data Retrieval.** This allows for the student’s tax information to be transferred from the IRS to the FAFSA automatically. The IRS Data Retrieval process for the 2017-2018 academic year is available and we encourage students to use that to transfer income information from 2015 to their FAFSA if they are eligible to do so.

   Please note that applicants, who choose not to use the IRS Data Retrieval process or who retrieve IRS data but subsequently change it, may be subject to being selected for verification. If selected for verification, you will be required to submit a tax transcript from the IRS as copies of federal tax returns are not acceptable forms of documentation for this purpose.

   **If applying for Tufts University Institutional Assistance, parental information must be submitted on the 2017-18 FAFSA but they should NOT utilize the IRS Data Retrieval Process for parental income.**
3. ✗ Submit Tufts Background Information Sheet

All students are encouraged to complete this form. *This is a mandatory requirement for students applying for Tufts University Institutional Assistance*. This form is used as a tool to recommend eligibility for outside scholarships and to share information with donors upon their request.

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<th>Additional Requirements for students who are applying for INSTITUTIONAL AID:</th>
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<td>(Not required of “Federal Aid Only” applicants)</td>
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Although medical students are considered independent for federal funds, both student and parental information is considered when determining eligibility for institutional assistance and/or in some cases for Title VII assistance (Primary Care Loan). Parental income, assets, and household information must be provided on the FAFSA in addition to submitting the required documentation listed below. **If parental information is not provided, students will only be considered for federal funds. DO NOT USE THE IRS DATA RETRIEVAL PROCESS FOR PARENTAL INCOME WHEN COMPLETING THE FAFSA.**

4. ✗ Submit SIGNED copies of 2015 Federal Income Tax Returns (including all schedules and W-2 statements) for student applicant (and spouse) AND PARENTS.

**IMPORTANT:** Effective 2017-18, aid eligibility will now be determined based on tax return income from TWO years prior. This means that 2015 income will again be reported for the 2017-18 academic year. This should easily allow families to provide this information by the priority deadline.

Foreign taxes will be accepted only after being translated to English and converted to U.S. dollars. The exchange rate must be based on the date the FAFSA was filed. All documentation is expected to be received by the financial aid deadline.

5. ✗ Submit Parental Information Form

*If divorced or separated, EACH parent must submit a separate Parental Information Form.* Parents who have remarried must provide income and assets for new spouses as well.

6. ✗ Submit Parents' Current Mortgage Statement - must include outstanding principal balance owed at the time the FAFSA was filed.

7. ✗ Submit Home Equity Statement and/or Secondary Mortgage Statement (if applicable) – must include outstanding principal balance on home equity loan owed at the time FAFSA was filed.

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<th>Some Helpful Tips</th>
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- Review credit reports annually to avoid any unforeseen issues that may arise, correct any errors or discrepancies and protect against identity theft. The Office of Financial Aid strongly recommends using the website [www.annualcreditreport.com](http://www.annualcreditreport.com) to request information from all 3 credit agencies.

- Make copies of everything submitted and feel free to call or send an email to verify the documents have been received.

- Keep in mind that financial aid is awarded on an annual basis. Look forward to reapplying again next year!