



**Office of Financial Aid**

**Verification How-To**

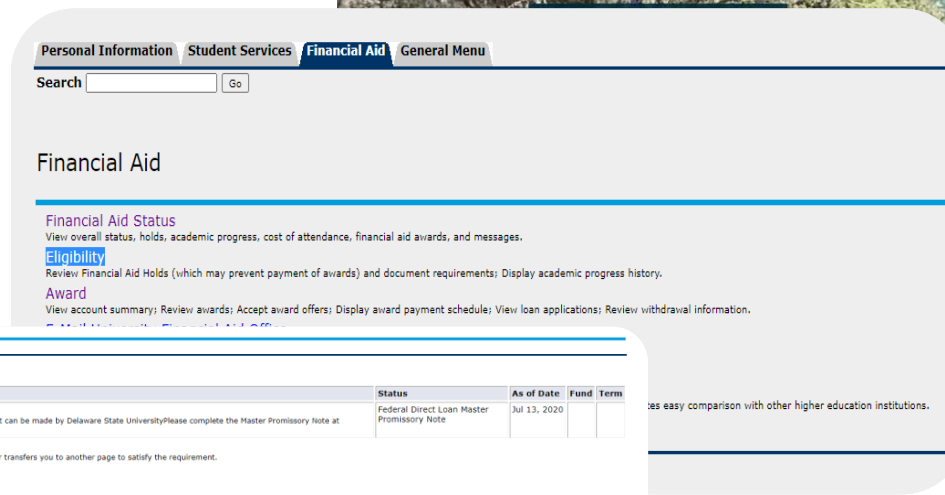
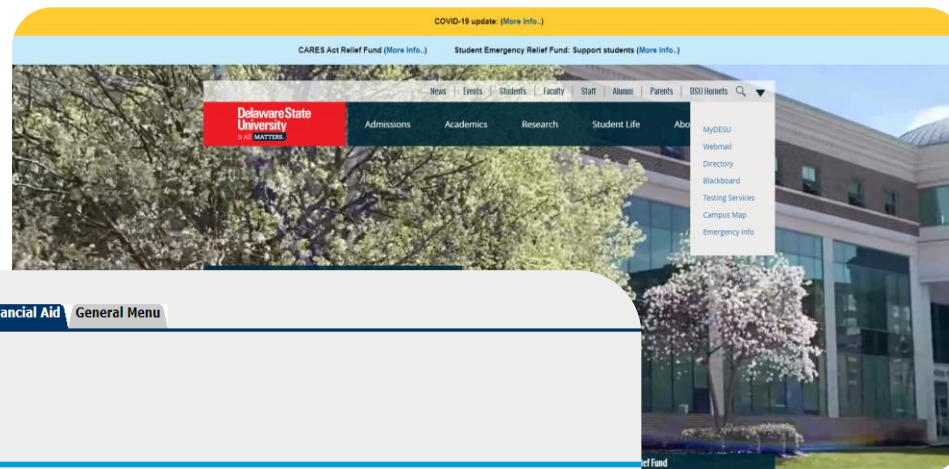


# Checking Your Requirements

- After logging into Banner Self-Service, students can confirm that we received their FAFSA as well as if they have been selected for verification

To Review Financial Aid Requirements for the Academic Year:

Financial Aid >> Eligibility >> Student Requirements>>



Requirement	Status	As of Date	Fund	Term
<b>Unsatisfied Requirements</b>				
<b>Requirement</b>				
Please Complete a Federal Direct Loan Master Promissory Note All borrowers of the Federal Direct Loan must complete a Master Promissory Note before disbursement can be made by Delaware State University. Please complete the Master Promissory Note at <a href="https://studentaid.gov/mpn/">https://studentaid.gov/mpn/</a> .	Federal Direct Loan Master Promissory Note	Jul 13, 2020		
The Requirements link enables you to download the form necessary to complete the specific requirement or transfers you to another page to satisfy the requirement.				
<b>Satisfied Requirements</b>				
<b>Requirement</b>				
Entrance Counseling Process	Requirement recd and satisfied	Aug 23, 2018	Direct Sub Loan	
Entrance Counseling Process	Requirement recd and satisfied	Aug 23, 2018	Direct Unsub Loan	
Exceeding Loan Limits	Requirement recd and satisfied	Jun 17, 2020		
Submit Free Application for Federal Student Aid Delaware State University has received your Free Application for Federal Student Aid (FAFSA). DSU has move to a new self-service mobile financial aid process. Please follow these steps to set up your account from any mobile device or computer. 1. Go to <a href="https://desu.verifymyfafsa.com/account/registerstudent">https://desu.verifymyfafsa.com/account/registerstudent</a> , 2. Click 'Create Account' link, 3. Enter/confirm your student information, 4. Click 'Create Account' button Office of Financial Aid Delaware State University	Communication Has Been Sent	Apr 08, 2020		
Terms and Conditions for the 2020-2021 Aid Year	Requirement recd and satisfied	Jun 15, 2020		

Submit Free Application for Federal Student Aid

Delaware State University has received your Free Application for Federal Student Aid (FAFSA). DSU has move to a new self-service mobile financial aid process. Please follow these steps to set up your account from any mobile device or computer. 1. Go to <https://desu.verifymyfafsa.com/account/registerstudent>, 2. Click 'Create Account' link, 3. Enter/confirm your student information, 4. Click 'Create Account' button Office of Financial Aid Delaware State University



# Online Mobile Account

## How do I complete verification?

Once DSU has received your Free Application for Federal Student Aid (FAFSA) for the current and/or upcoming Academic Year a notification will be sent to your DSU email and provide you with four easy steps below to create an account through our online/mobile platform:

### Four Easy Steps:

1. Go to <https://desu.verifymyfafsa.com/account/registerstudent>
2. Click 'Create Account' link
  - Username: DSU email
  - Password: D-Number
3. Enter/confirm your student information
4. Click 'Create Account' button



QR Code:

Transaction:	2020 - 2021 Transaction 1	Student IRS DRT Code:	00	Dependency Status:	D
Status:	Reviewing file	Student IRS Display Flag:	C	V Group:	V1
Created on:	04/10/2020	Parent IRS DRT Code:	02	Comment Codes:	149,17
<a href="#">View Current ISIR</a>		Parent IRS Display Flag:	B	EFC:	0

File Review Student View

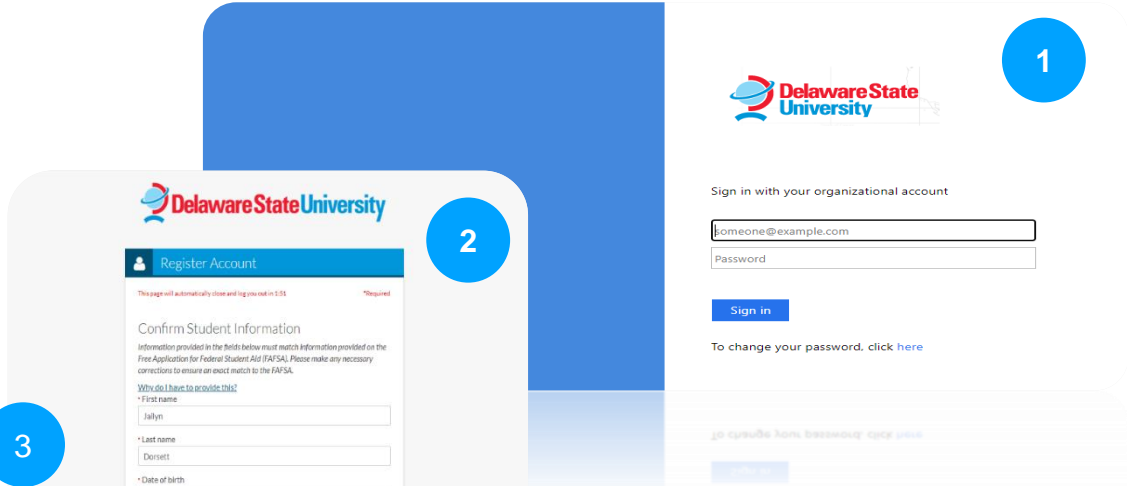
### Congratulations!

No action is required while the Financial Aid Office is reviewing your file. You may view documents that have been submitted by clicking on the links below.

Contact the Financial Aid Office with any questions.

> [Dependent Verification Form](#) ✓

> [Dependent Verification Form](#) ^



### \*Note:

Once your account is created, any required tasks you need to complete will become available as shown.

### Single Sign-On

**Username:** DSU email (i.e. \*\*\*\*\*@students.desu.edu)

**Password:** DSU email password (usually your D#)



# Online Mobile Account

## How can my parent create an account?

If you are a Dependent Student you will be asked for your parent(s) to sign your Dependent Verification Webform. In order to do so they will need to create an account. This will allow the students parent(s) to review/sign the Dependent Verification Webform before it is submitted.

### \*Note:

Please create a password that you can remember. If your parent account is locked out you will have to contact the Office of Financial Aid.

**Create Parent Account** 3

Your student has requested you assist in completing documentation for student financial aid purposes. Please enter the following information to create an account. For the First Name enter the full legal first name.

\* Choose username Username requirements

\* Create password Password requirements

\* Confirm password

**Confirm Parent Information**  
Information provided in the fields below must match information provided on the Free Application for Federal Student Aid (FAFSA). Please make any necessary corrections to ensure an exact match to the FAFSA.

Why do I have to provide this?

\* Parent's first name

\* Parent's last name

\* Parent's date of birth

\* Parent's social security number

\* I accept the [privacy policy](#)

By using the site, you agree to the [Terms of Use](#).

**Request Parent E-Signature** 2

Please select a parent to request the parent E-Sign for the 2020-2021 Dependent Verification Web Form. Only parent(s) listed on the SAR will appear as an option.

Parent 2 - \* Required

\* Parent's e-mail address

\* Confirm e-mail address

**Requesting a Parent E-Signature:**

You have E-Signed this form. A parent E-Signature is also required. Click the "Request" button to the right to request the E-Signature. This form will no longer be editable while awaiting the parent E-Signature. Otherwise, return to the form by clicking the "Fill Out" button to the right and select "Opt out of E-Sign" in the Review & Sign section to download the form, complete all signatures, and upload the signed form.

1



# Campus Logic – Student View

Transaction:	2020 - 2021 Transaction 1	Student IRS DRT Code:	00	Dependency Status:	D
Status:	Reviewing uploaded document(s)	Student IRS Display Flag:	A	V Group:	V1
Created on:	12/20/2019	Parent IRS DRT Code:	00	Comment Codes:	<a href="#">149 170 349 267 001</a>
<a href="#">View Current ISIR</a>		Parent IRS Display Flag:	C	EFC:	<a href="#">118 273 117 097 006</a>
					0

File Review

Student View

## Congratulations!

No action is required while the Financial Aid Office is reviewing your file. You may view documents that have been submitted by clicking on the links below.

Contact the Financial Aid Office with any questions.

- > Additional Info: Parent 2018 Statement of Nonfiling ✓
- > Additional Info: Parent Medicaid or Supplemental Security Income(...) ✓
- > Dependent Verification Form ✓



## How do I know the status of my verification?

### Verification Unsatisfied

- Unsatisfied Requirements:
  - When initial verification is “unsatisfied” students need to log onto [www.desu.verifymyfafsa.com](http://www.desu.verifymyfafsa.com) to see what documents are required

<b>Student Requirements</b>	Holds	Academic Progress
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#### Unsatisfied Requirements

Requirement	Status	As of Date	Fund	Term
<b>Initial Verification Status</b> You have been selected for a process called verification. Please click on the link above for your next steps.	Document Needed	Dec 11, 2020		

The Requirements link enables you to download the form necessary to complete the specific requirement or transfers you to another page to satisfy the requirement.

#### Satisfied Requirements

Requirement	Status	As of Date	Fund	Term
Entrance Counseling Process	Requirement recd and satisfied	Aug 23, 2018	Direct Sub Loan	
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# MyDESU – Requirements

## How do I know the status of my verification?

### Verification Unsatisfied

- Unsatisfied Requirements:
  - When initial verification is “Incomplete Returned” students need to log onto [www.desu.verifymyfafsa.com](http://www.desu.verifymyfafsa.com) to see what documents are required

#### Unsatisfied Requirements

Requirement	Status	As of Date	Fund	Term
<b>Initial Verification Status</b> You have been selected for a process called verification. Please click on the link above for your next steps.	Received Incomplete Returned	Dec 11, 2020		

The Requirements link enables you to download the form necessary to complete the specific requirement or transfers you to another page to satisfy the requirement.

#### Satisfied Requirements

Requirement	Status	As of Date	Fund	Term
Entrance Counseling Process	Requirement recd and satisfied	Aug 23, 2018	Direct Sub Loan	
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# MyDESU – Requirements

## How do I know the status of my verification?

### Verification Unsatisfied

- Unsatisfied Requirements:
  - When initial verification is “Received Pending Review” student has submitted all documents and waiting OFA Counselor Review

#### Unsatisfied Requirements

Requirement	Status	As of Date	Fund	Term
<a href="#">Initial Verification Status</a> You have been selected for a process called verification. Please click on the link above for your next steps.	Received Pending Review	Dec 11, 2020		

The Requirements link enables you to download the form necessary to complete the specific requirement or transfers you to another page to satisfy the requirement.

#### Satisfied Requirements

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## How do I know the status of my verification?

### Verification Satisfied

- Satisfied Requirements:
  - Once verification is “Complete” the “Initial Verification” will no longer be in “Unsatisfied Requirements”

Student Requirements Holds Academic Progress

#### Satisfied Requirements

Requirement	Status	As of Date	Fund	Term
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# Office of Financial Aid Staff

## Contact Us

Please make an appointment to meet virtually with one of our Financial Aid staff members:

### **Virtual Appointments:**

<https://outlook.office365.com/owa/calendar/OfficeofFinancialAid1@delawarestateuniversity.onmicrosoft.com/bookings/>