



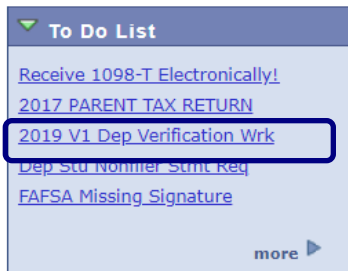
VIEW YOUR TO DO LIST

After you have filed your financial aid application(s), the "To Do list" on your CUNYfirst Self-Service Student Center will alert you if you have any outstanding requirements to complete your application(s). These items must be finalized before you receive a financial aid award letter.

STEP# 1: Login to CUNYfirst at: <https://home.cunyfirst.cuny.edu>.

STEP# 2: Select **HR/Campus Solutions** from the menu on the left.

STEP# 3: Navigate to **Self Service** followed by **Student Center**. In the **To Do List** section on the right, you will see the list of outstanding items. If displayed, click the **more** link to see the additional requirements.



STEP# 4: Review the current outstanding items. The items which have an *Administrative Function* listed as **Financial Aid** will need to be resolved in order to complete your financial aid application. If you added multiple CUNY Colleges on your FAFSA, you will need to sort and filter by institution to make sure you are viewing items related to the college you attend or plan to attend.

NOTE: If you will be attending KBCC, you are only required to resolve the items listed for KBCC. It is not necessary to resolve items listed for other CUNY Colleges.

To Do List

Your current To Do items are shown below. To sort or filter your To Do items, change the options below and click Go

View your To Do Items by

Due Date
Institution
Function

To Do Item	Due Date	Status	Institution	Administrative Function
Receive 1098-T Electronically!	01/11/2019	Initiated	Kingsborough CC	Student Financials Account
2017 PARENT TAX RETURN	03/08/2019	Initiated	Kingsborough CC	Financial Aid
2019 V1 Dep Verification Wrk	03/08/2019	Initiated	Kingsborough CC	Financial Aid
Dep Stu Noninter Stmt Req	03/08/2019	Initiated	Kingsborough CC	Financial Aid
FAFSA Missing Signature	03/08/2019	Initiated	Kingsborough CC	Financial Aid

By clicking on each **To Do item** , you can view the details concerning the items, including instructions on how to resolve them, as well as the contact information for the Office of Financial Aid.

NOTE: You must resolve each **To Do item**. Failure to resolve the items will delay final processing and awarding of your financial aid. You can also resolve certain items by using our Online Forms (**See page 5**).

The instructions on the **To Do List** may ask you to download and/or submit one or more forms to the Office of Financial Aid. To access the required forms, you may need to copy and paste the web address into your web browser. Click on **Return** to go back to your Item List.

Item List				
To Do Item	Due Date	Status	Institution	Administrative Function
Receive 1098-T Electronically!	01/11/2019	Initiated	Kingsborough CC	Student Financials Account
2017 PARENT TAX RETURN	03/08/2019	Initiated	Kingsborough CC	Financial Aid
2019 V1 Dep Verification Wrk	03/08/2019	Initiated	Kingsborough CC	Financial Aid
Dep Stmt Online Stmt Req	03/08/2019	Initiated	Kingsborough CC	Financial Aid
FAFSA Missing Signature	03/08/2019	Initiated	Kingsborough CC	Financial Aid

2019 V1 Dep Verification Wrk

Aid Year: 2020

Academic Institution: Kingsborough CC
Administrative Function: Financial Aid
Due Date: 03/08/2019
Contact: Kingsborough Community College
Department: Financial Aid Office - U-201
Phone: 718/368-5651

finaid@kbcc.cuny.edu

[Submit - Online Verification F](#)

Description

Your FAFSA was selected by the U.S. Department of Education for review in a process called VERIFICATION. You and your parents must complete, sign, and submit an online "2019-2020 Standard Verification V1 Dependent Worksheet" to the Financial Aid Office at your college. The form is available on the CUNY website at: <http://www2.cuny.edu/financial-aid/financial-aid-forms/>

[Return](#)