

✓ Your Financing CHECKLIST

Check BMail account Weekly

- University sends all official communications electronically to your Binghamton email account (**BMail**) at bmail.binghamton.edu

Check financial aid application status online

- Log in to the portal at my.binghamton.edu and click the **BU BRAIN** icon. Select the "Financial Aid" tab and select "Eligibility" to make sure all requirements have been "satisfied"
- "Unsatisfied requirements" may result in aid not being credited on bill

Complete requirements to receive federal student loan credit

If you wish to have your federal loans applied as credit on the bill, you must accept loans via BU Brain. Then, first-time borrowers must go to studentaid.gov and:

- Complete **Entrance Counseling**
- Complete an MPN for **Subsidized/Unsubsidized Loans**

Proxy Access

- "**Proxy access**" is the ability students have to grant others access to view their financial information in BU BRAIN. BU BRAIN is where students go to perform transactions.
- For more information on "proxy access" please visit <https://www.binghamton.edu/financial-aid/resources/proxy-access.html>

Submit your final high school transcript

- All students must submit a **FINAL high school transcript** to Binghamton University, Office of Undergraduate Admissions, PO Box 6001, Binghamton, NY 13902-6001. Financial aid recipients must have a transcript on file for funds to credit the bill and/or generate a refund (if applicable)

New York State aid (New York State residents only)

- To apply for New York State grants and scholarships - including the Excelsior Scholarship, TAP, NY-STEM, MERIT, etc. - go to the New York State Higher Education Services Corporation (HESC) website at hesc.ny.gov
- Excelsior application deadlines may be found at hesc.ny.gov
- Make sure to indicate SUNY BINGHAMTON (UNDERGRAD)
- New York state aid will appear as credit on the bill if verified and approved by HESC
- For more information about New York state aid, contact HESC at 1-888-697-4372 or visit their website at hesc.ny.gov

Confirmation of Enrollment

- All students are required to complete **Confirmation of Enrollment** via BU BRAIN every semester; available at least two weeks prior to the start of classes
- Failure to confirm results in all courses being cancelled, whether or not your semester bill is paid. If courses are cancelled, re-enroll via BU BRAIN, but course availability varies
- Financial aid recipients must confirm enrollment for financial aid funds to be credited to the bill and to generate a refund (if applicable)
- Confirming enrollment acknowledges the student was presented with and reviewed financial aid, billing and refund policies as required by federal and state agencies, SUNY and Binghamton University
- Complete details and how-to steps at <https://www.binghamton.edu/registrar/student/course-registration/enrollment.html>

Find a job

- Employers hire quickly at the start of each semester for on- and off-campus jobs
- View all part-time jobs at **hireBING**: <https://www.binghamton.edu/ccpd/hirebing.html>
- Proof of identity and work eligibility required (original social security card and photo ID)

Obtain Proof of Enrollment (if needed)

- An insurance company, scholarship program, loan company or other third party may require student and/or family to show proof of enrollment (also called enrollment verification)
- Once the semester begins, Binghamton's official '**Current Enrollment Verification Certificate**' is available online through the National Student Clearinghouse (NSC). Changes you make to your schedule (adding a course, dropping a course, etc.) during the add/drop period will be updated at the NSC by mid-September
- Before the semester begins, an '**Advanced Registration Certificate**' is available online through the NSC
- To access NSC, log into **BU BRAIN**, select the "Student" tab, then "Student Services Tools", then "Proof of Enrollment (National Student Clearinghouse)". Log in with your UserID and password and select type of enrollment certificate you need
- For complete details and how-to steps go to <https://www.binghamton.edu/registrar/student/proof-enrollment/>

Reminders for parents

- **Parent (PLUS) Loan** Information at <https://www.binghamton.edu/financial-aid/types-of-aid/loans/parent-plus-loan.html>
- Parents/stepparents apply for a Federal Direct Parent (PLUS) Loan by going to studentaid.gov.
- If approved, parent must also complete a PLUS MPN for Parents.

Helpful Links

Financial Aid: binghamton.edu/financial-aid

Student Records: binghamton.edu/registrar

Student Accounts:
binghamton.edu/student-accounts

Undergraduate Admissions:
binghamton.edu/admissions

hireBING: binghamton.edu/ccpd/hirebing.html

Center for Career and Professional Development:
binghamton.edu/ccpd