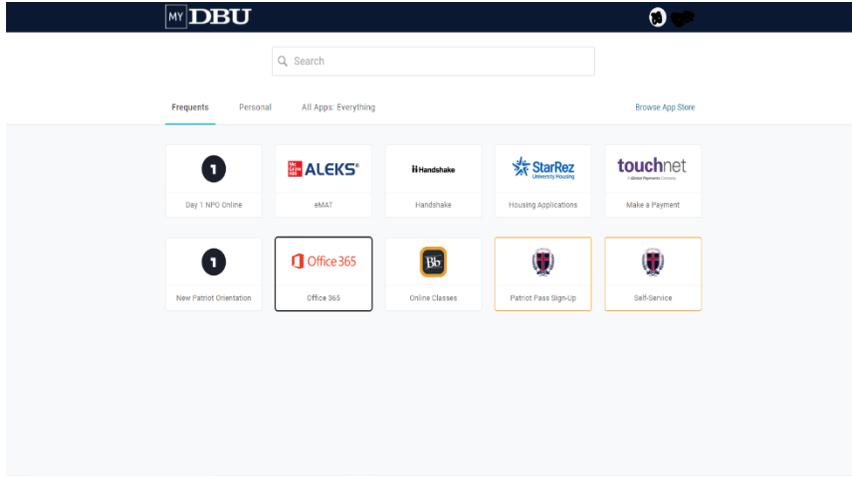


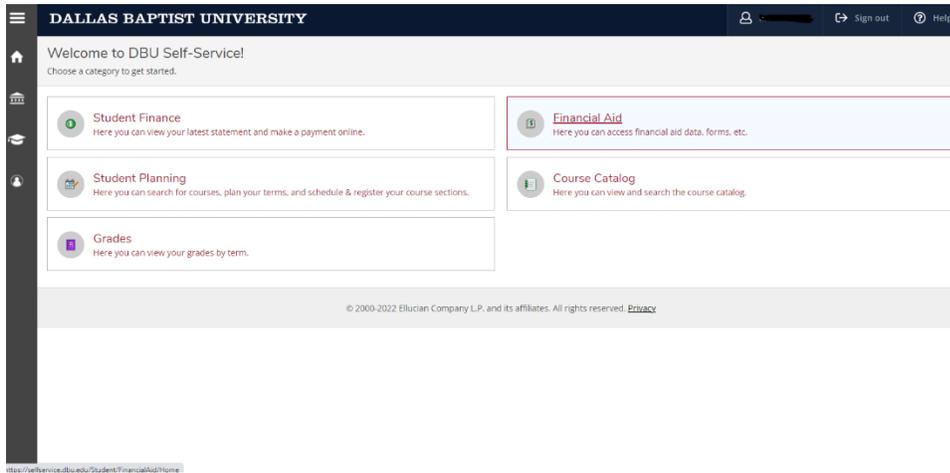
# DBU Document Submission Guide

## 1. Log in to your MyDBU account

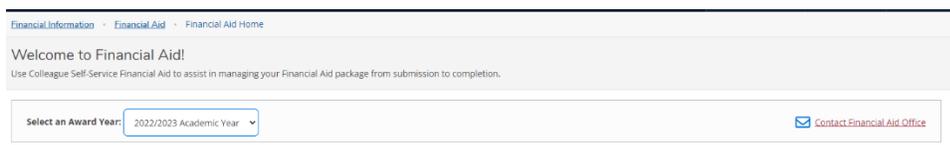


## 2. Click on Self-Service

## 3. Click on Financial Aid



## 4. Select Award Year



## 5. Scroll down to checklist and choose complete required documents

Checklist	
⚠️ Action Needed	<a href="#">Submit a Free Application for Federal Student Aid (FAFSA)</a>
✅ Completed	<a href="#">Complete required documents</a>
🔄 In-Progress	<a href="#">Your application is being reviewed by the Financial Aid Office</a>
✅ Completed	<a href="#">Review and accept your Financial Aid Award Package</a>
⚠️ Action Needed	<a href="#">Review and sign your Financial Aid Offer Letter</a>

## 6. Type in your information to register

### Register Account

This page will automatically close and log you out in 2:35 \*Required

#### Confirm Student Information

Information provided in the fields below must match information provided on the Free Application for Federal Student Aid (FAFSA). Please ensure all four pieces of information match to what you provide on the FAFSA. If you have not submitted a FAFSA to your school, please ensure that the information below matches the information your school has on file.

[Why do I have to provide this?](#)

\* First name

\* Last name

\* Date of birth

\* Social security number

\* Preferred email

\* Confirm email

Phone Number  
Provide a phone number to subscribe to mobile phone text messages for account updates.  
(Standard text message charges apply)

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

**Register Account**

7. Once your new account is created, the message below should appear



2021-2022  
Verification

## Congratulations!

Your file has been sent to the Office of Financial Aid for review. No further action is required at this time. You may view documents that have been submitted by clicking on the links below.

Contact the Office of Financial Aid with any questions.

8. Select your documents from the list by clicking on the document title to complete the form



2021-2022  
Verification

2022-2023  
Verification

One or more new tasks have been added. 02/28/2022 21:50:06 PM

[Notification History](#)

## Welcome!

Below is the list of items the Office of Financial Aid needs you to complete for the financial aid verification process. Click on any section to view the detailed list of requirements.

Contact the Office of Financial Aid with any questions.

> **Dependent Verification Form**

**a. Some documents require a electronic signature**

▼ **Dependent Verification Form**

You were selected for a process called verification. You will need to verify certain information you reported on your application. In order to do so, you will need to complete this web form. Depending on your responses, you may see additional steps added to complete this section.

○ 2022-2023 Dependent Verification Web Form ⓘ

Fill Out

Submit

**b. Other documents will give you the option to upload a file directly from your computer**

▼ **Additional Info: Student's 2020 Federal W-2 Form(s)**

While your documents were being reviewed, it was determined that you would need to provide additional documentation to clarify some information. Please see the message below from your Office of Financial Aid.

Please contact our office for further guidance if required at (214)333-5363.

○ Upload Student's 2020 Federal W-2 Form(s) ⓘ

Upload

Submit