

**BAYLOR COLLEGE OF MEDICINE**  
**Financial Aid Application Instructions for Health Professions and Graduate Students**  
Processing time may take up to 6 weeks. This process applies every year aid is needed.

**Step 1 - FAFSA**

- Complete a **Free Application for Federal Student Aid (FAFSA)** - <http://www.fafsa.ed.gov/> BCM school code is **015170**.
- Application must be completed by **STUDENT; not by parent or spouse**. All students attending BCM are **independent** regardless if they are claimed on a parent's tax return or married.
- We suggest students use the "IRS Data Retrieval Tool (DRT)": The IRS DRT allows students to access the IRS tax return information needed to complete the FAFSA, and transfer the data directly into their FAFSA from the IRS Web site. If you have any questions regarding the IRS DRT, please see the FAFSA website at: <https://fafsa.ed.gov/help/irshlp9.htm>
- If not using the DRT on the FAFSA, a paper tax return must be submitted.
- To avoid delays, please make sure you have resolved all the errors on your FAFSA with Department of Education.

**Step 2-BCM Financial Aid Application-Must be submitted annually**

- BCM Financial Aid Application may only be submitted by mail or online at: <https://www.bcm.edu/education/financial-aid/applications>
- DO NOT E-MAIL or FAX applications.
- Complete all sections of the BCM financial aid application.
- Write "0" if none or "NA" if the question does not apply to you.

**\*Other documents may be required if selected for verification. Do not submit unless we ask for them or if FAFSA results have asked you to provide to our financial aid office:**

- If not required to file a tax return; may need to provide proof of Non-filers from the IRS.
- Recurring BCM scholarship letter
- Proof of U.S. Citizenship
- Proof of Selective Service
- Marriage Certificate
- Child Care or Day Care Forms
- Spouse's IRS form with W-2's, all schedules, and addendums
- Bank Statements
- Proof of disability or unemployment letters
- In addition to your tax return, financial aid counselors may request, at any time, a transcript from the IRS of your filed return(s) for verification.

**Inquiries regarding Federal Work study or questions regarding your application contact:  
Serena Santos, [ssantos@bcm.edu](mailto:ssantos@bcm.edu) or 713-798-4603**

All documents are recommended to be submitted electronically. You must be logged in through our website using a laptop or desktop only at:

<https://www.bcm.edu/education/financial-aid/applications>

**Do not e-mail any documents containing your personal information.**

**If you cannot submit electronically through the above link, mail to the address below or hand-deliver all documents.  
Do not submit BOTH an electronic version and a paper application as all original documents will be overridden.**

**For questions or financial aid counseling, please call or visit our office at:  
BCM - One Baylor Plaza  
Office of Student Financial Aid, Room N104  
Houston, TX 77030  
Monday – Friday 7:30 am – 4:30 pm  
713-798-4603**