

**BAYLOR COLLEGE OF MEDICINE**  
**Instructions for the Financial Aid Application**  
**Medical Students**

Allow up to 6 weeks for processing before a financial aid offer is made.  
A new application is required each year that you are seeking financial aid.

Institutional loans and need-based scholarships are not guaranteed and are subject to availability on a year-to-year basis.

**For Loans – Complete Step 1 & 2**

**For Loans *and* Disadvantaged Scholarships – Complete Step 1 thru 3**

**Step 1: FAFSA**

- I. Complete the FAFSA (Free Application for Federal Student Aid)
  - <http://www.fafsa.ed.gov/> The BCM school code is 015170.
  - The FAFSA must be completed by the student, **not by a parent or spouse**.
  - All BCM applicants are **independent** for financial aid purposes, regardless of whether they are claimed on a parent's or spouse's tax return.
  
- II. Use the IRS Data Retrieval Tool (DRT)
  - The DRT allows applicants to transfer tax data directly from the IRS to the FAFSA.
  - If you do not use the DRT a paper tax return must be submitted.
  - More information can be found at <https://studentaid.gov/apply-for-aid/fafsa>
  
- III. To avoid delays, review and resolve any and all errors on your FAFSA.

**Step 2: BCM Financial Aid Application**

- I. Complete the online BCM Financial Aid Application
  - <https://www.bcm.edu/education/financial-aid/applications>
  - Deadlines and forms are found on the BCM website.
  - All sections and fields must be completed. Write "0" if none or "NA" if not applicable.

**STOP HERE if you will not be applying for scholarships for disadvantaged students.**

**Step 3: Disadvantaged Scholarships**

Applicants from disadvantaged backgrounds may qualify for need-based scholarships for tuition and fees.

- Eligibility **will be re-evaluated** for students who are offered a need-based scholarship and later request a reduction in other aid offers. Additional documentation will be required as well as an in-person interview to determine if the student is no longer disadvantaged.
- *Non-Filers*: If it is later determined that you **did file** or **were required to file** a return, any previously awarded aid is subject to revision or cancellation.

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**Office of Student Financial Aid**

**Contact:** [financialaid@bcm.edu](mailto:financialaid@bcm.edu), 713-798-4603, **Location:** Cullen Bldg, Suite 415A

**Address:** Baylor College of Medicine, One Baylor Plaza MS: BCM 195, Houston, TX 77030

All of the following documents must be submitted together as a single application. Additional documents **will not be reviewed** once processing has been completed.

- I. Parent(s) Complete the Parent Verification Worksheet
    - <https://www.bcm.edu/education/financial-aid/applications>
  - II. Submit a copy of the student's 2019 **filed** U.S. Federal IRS Tax Return.
    - Students who are married filing separate **must** submit an *entire* copy of spouse's tax return.
  - III. Submit copy of the parent's 2019 **filed** US Federal IRS Tax Return.
    - If parents are filing separate, whether married or divorced, tax returns from each parent must be submitted. The information of at least one parent must be included in the FAFSA.
    - All copies of tax returns must include a **handwritten signature** at the bottom of page 2.
    - **Foreign tax returns or foreign conversions are not accepted.**
  - IV. Copies of all of the following are required: **W-2(s), 1099-MISC, all schedules, and addendums.**
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#### **IMPORTANT ADDITIONAL INFORMATION FOR ALL APPLICANTS:**

**The following documents may be required if you are selected for FAFSA verification.**

**Do not submit these documents unless instructed by the FAFSA or the Student Financial Aid office:**

- U. S. IRS Tax Return – Obtain a copy of your tax return at <http://www.irs.gov/Individuals/Get-Transcript>
- IRS Letter of Non-filing - After June 15, visit <https://www.irs.gov/individuals/tax-returntranscript-types-and-ways-to-order-them>. On the 4506-T form, checkmark Box 7.
- Letter of Recurring BCM Scholarship
- Proof of U.S. Citizenship
- Proof of Selective Service
- Marriage Certificate
- Child Care or Day Care additional documentation
- Bank Statements
- Proof of disability or unemployment letters
- In addition to your tax return, a transcript from the IRS of your filed return(s) may be requested at any time.
- Additional documents for need-based scholarship applicants

**TROUBLESHOOTING:** If you are having trouble with access, submission, or functionality of the online application contact the BCM-IT Helpdesk at 713-798-8737. For all other questions, please contact the office of Student Financial Aid. We will accept hard-copies by mail or in-person. Fax and e-mail attachments are not accepted. Do not submit multiple applications (do not submit both an online and hard-copy application) as this will delay processing.

**DISBURSEMENT:** To receive your disbursement, there will be additional steps for you to complete which will be provided in the financial aid offer letter. All financial aid, including scholarships, are first applied to tuition and account charges. The remaining credit balance will be issued as a refund to the method selected through **Student Account Services**, [sas@bcm.edu](mailto:sas@bcm.edu), 713-798-4322.

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