



EWU Financial Aid & Scholarship Office

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STEP 1: GET STARTED

- ☐ Login at inside.ewu.edu
- ☐ Under My Account, Financial Aid & Scholarships, select “Financial Aid Status”
- ☐ Redirected to EagleNET, Select “Financial Aid Status”
- ☐ Select Award Year “Aid Year 2022-2023”
- ☐ Go to Student Requirements, “Unsatisfied Requirements” for missing items
- ☐ Review, complete and upload each Unsatisfied Requirement

To Get to My Account, Financial Aid Status from Computer:

The screenshot shows the InsideEWU desktop interface. At the top, there's a navigation bar with links: A-Z Services, STUDENTS, FACULTY/ADVISORS, EMPLOYEES, MY ACCOUNT, and a LOGOUT button. Below this is a main menu with five categories: Manage Accounts, Personal Information, Time Reporting, Student Financial Services, and Financial Aid & Scholarships. The 'MY ACCOUNT' dropdown is open, showing a list of options. The 'Financial Aid & Scholarships' option is highlighted with a red arrow. Within this dropdown, the 'Financial Aid Status' option is further highlighted with a red arrow.

To Get to My Account, Financial Aid Status from Mobile Device (phone/tablet/iPad):

The screenshot shows the InsideEWU mobile interface. At the top, there's a navigation bar with links: STUDENTS, FACULTY & ADVISORS, EMPLOYEES, MY ACCOUNT, and LOGIN. The 'MY ACCOUNT' dropdown is open, showing a list of options: Manage Accounts, Personal Information, Time Reporting, Student Financial Services, and Financial Aid & Scholarships. The 'Financial Aid & Scholarships' option is highlighted with a red arrow. Within this dropdown, the 'Financial Aid Status' option is further highlighted with a red arrow.

Redirected to EagleNET, select Financial Aid:

Welcome, [REDACTED], to EagleNET!

Home > Financial Aid

Personal Information Student Financial Aid [REDACTED] [REDACTED] [REDACTED]

Financial Aid Status View overall status, holds, academic progress, cost of attendance, financial aid awards, and messages.	General Financial Aid EWU Financial Aid web site	EWU Scholarships Apply for general scholarships at EWU
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Select Aid Year 2022-2023:

Financial Aid

Award Year: Aid Year 2022-2023

Home Award Offer Financial Aid History Resources Notifications Satisfactory Academic Progress College Financial Aid >

Go to Student Requirements, Unsatisfied Requirements:

- Ignore/Skip “Responses Required | View Questions” Section
- Click the document name (example HHSD – Household Size Verification) to access the document
- Click Student Action Required for more detailed instructions and access to upload the complete document

Financial Aid

Award Year: Aid Year 2022-2023 ▼ ✉





[Home](#) [Award Offer](#) [Financial Aid History](#) [Resources](#) [Notifications](#) [Satisfactory Academic Progress](#) [College Financial Aid](#) >

Responses Required ?

? Questions from the Financial Aid Office
Please answer the questions from FAO VIEW QUESTIONS

Student Requirements ?

Unsatisfied Requirements

 HHSD - Household Size Verification for Dependent Students Last update: 02/08/2022	STUDENT ACTION REQUIRED ▼
 TAXP - Parent 2020 Tax Return Last update: 02/08/2022	STUDENT ACTION REQUIRED ▼
 TAXS - Student 2020 Tax Return Last update: 02/08/2022	STUDENT ACTION REQUIRED ▼
 VERD - Income Verification Form for Dependent Students Last update: 02/08/2022	STUDENT ACTION REQUIRED ▼

STEP 2: COMPLETE THE UNSATISFIED REQUIREMENTS

Household Size Verification Form

- ☐ Click the down arrow next to “Student Action Required”
- ☐ Read the instructions for each Unsatisfied Requirement
- ☐ Click the document name to open the form
- ☐ Print and complete the form
 - Be sure to respond to ALL sections
 - Be sure you and at least one parent sign the form
- ☐ Submit the form (see instructions below)

Income Verification Form

- ☐ Click the down arrow next to “Student Action Required”
- ☐ Read the instructions for each Unsatisfied Requirement
- ☐ Click the document name to open the form
- ☐ Print and complete the form
 - Be sure to respond to ALL sections; if the answer is zero, respond with zero
 - Be sure you and at least one parent sign the form
- ☐ Submit the form (see instructions below)

Parent 2020 Tax Return

- ☐ Click the down arrow next to “Student Action Required”
- ☐ Read the instructions for each Unsatisfied Requirement
- ☐ **If your parent(s) filed** a 2020 Federal tax return, do one of the following:
 - Obtain a signed and dated copy of your parent(s) 2020 Federal Tax Return, or
 - Obtain your parent(s) IRS issued 2020 Tax Return Transcript (obtained from irs.gov)
- ☐ **If your parent(s) did not file** a 2020 Federal tax return, do the following:
 - Have your parent complete the Verification of Non Filing form (request from our office)
 - Obtain your parent(s) 2020 W2s for any income from work
- ☐ Submit your parent(s) tax return/tax transcript, Verification of Non Filing form and/or W2(s), as applicable (see instructions below)

Student 2020 Tax Return

- ☐ Click the down arrow next to “Student Action Required”
- ☐ Read the instructions for each Unsatisfied Requirement
- ☐ **If you filed** a 2020 Federal tax return, do one of the following:
 - Obtain a signed and dated copy of your 2020 Federal Tax Return, or
 - Obtain your IRS issued 2020 Tax Return Transcript (obtained from irs.gov)
- ☐ **If you did not file** a 2020 Federal tax return, do the following:
 - Verify your non-filer status on the Income Verification Form
 - Obtain your 2020 W2s for any income from work
- ☐ Submit your tax return/transcript and/or W2(s), as applicable (see instructions below)

Other Unsatisfied Requirements

- ☐ Complete any other “Unsatisfied Requirements,” such as Admission
- ☐ Complete any outstanding Scholarship Terms and Conditions, such as Presidential/Deans/University or Honors
- ☐ Call or email us if you need help or have questions

STEP 3: SUBMIT THE REQUIRED FORMS/DOCUMENTS

OPTION 1: Upload – Secure & Fast!

- ☐ Scan and save the complete & signed form or applicable document as a PDF or TIF
(NOTE: Most mobile devices have the ability to scan/save)
- ☐ Select “Upload XXX (form name)” under each unsatisfied requirement (you will be redirected to Etrieve)
- ☐ From Etrieve, select “Click here to select your Aid Year” and choose the Aid Year 2022-2023
- ☐ Enter your Daytime Phone, Read and “check the box” for the confirmation statement, Select “Attachments”
- ☐ From Attachments, select “Upload File,” find and attach your saved form/document
- ☐ Once upload is complete, the attachment will appear in the prompt box; choose Submit to complete the upload
- ☐ Close Etrieve

Student Requirements ②

Unsatisfied Requirements



HHSD - Household Size Verification for Dependent Students

Last update: 02/08/2022

STUDENT ACTION REQUIRED



Please click on the requirement above. Print and complete the Household Size Verification Form for Dependent Students.

Once you have completed the document linked above, you can scan and submit your file electronically by clicking: [Upload HHSD - Household Size Verification Form for Dependent Students](#). Allow **up to three business days** for the status of this requirement to be updated once you upload the file.



Redirected to Etrieve:

The screenshot shows the Etrieve interface. On the left is a sidebar with 'Flow' (Inbox, Activity) and 'Forms' (Forms, Drafts). The 'Forms' section is active, showing a list of documents under 'Financial Aid'. The 'HHSD - Household Size Verification Form for Dependent Students' is highlighted. On the right is a preview of the form. The form has a header with the title and a logo. Below the header is a 'Select Aid Year' button, which is highlighted with a red arrow. Below the button is a text input field with the placeholder 'Click here to select your Aid Year'. At the bottom of the form is the contact information for the Financial Aid and Scholarship Office.

etrieve | CENTRAL

Flow

Inbox

Activity

Forms

Drafts

Forms

DEPU - Filed FAFSA as Independent due to Unaccompani...

DEPWRD - Independent due to Ward of Court/Orphan/Fo...

DISCHG - NSLDS Match - Prior Discharged Loans

DRAFT - Draft Registration Status

GENDER - Gender Verification

HHSD - Household Size Verification for Dependent Stude...

HHSI - Household Size Verification for Independent Stude...

HSCH - Verification of High School Completion

LTRP - Letter from Parent

LTRS - Letter from Student

MARP - Parent Marital Status Verification Form

MARS - Student Marital Status Verification Form

NEEDAS - Needs Assessment Form

NRBRZ - Accept Bronze Eagle Scholarship Terms and Con...

NRDOC - Residency Proof - Other Document

NRGLD - Accept Golden Eagle Scholarship Terms and Con...

NRID - Residency Proof - State Driver's License or ID

NRRW - Acceptance of Red & White Award Terms and Co...

Household Size Verification for Dependent Students

Select Aid Year

Aid Year 2020-2021

Personal Information

First Name

Last Name

NetID

Email

Daytime Phone

Instructions to submit the document:

1. Attach your completed Household Size Verification Form for Dependent Students by clicking "Attachments" below.

2. Click "Submit" below.

3. If you have other documents you need to submit, close this page and return to the Student Requirements page to use each document-specific link, or contact Financial Aid for assistance.

☐

By checking this box, I (we) certify that all of the information reported on this form is complete and correct. I understand the importance of maintaining current contact information in Inside EWU. I further understand the Financial Aid Office is under no obligation to approve this request and the decision cannot be appealed to the Department of Education. If you purposely give false or misleading information on this form, you may be fined, sentenced to jail or both.

Submit

Attachments

Download

Print

Attachments

CLOSE

Upload File(s)

Submit

Attachments

Download

Print

Attachments

CLOSE

J Student Household Form.pdf

03-17-2020, 4:52 pm

No Description

Upload File(s)

Submit

Attachments

Download

Print

OPTION 2: Send by US Mail

- ☐ Make and retain copies for your records before mailing
- ☐ Mail to EWU Financial Aid, 102 Sutton Hall, Cheney, WA, 99004

OPTION 3: Send by Fax

- ☐ Retain copies for your records
- ☐ Fax to EWU Financial Aid at 509.359.4330