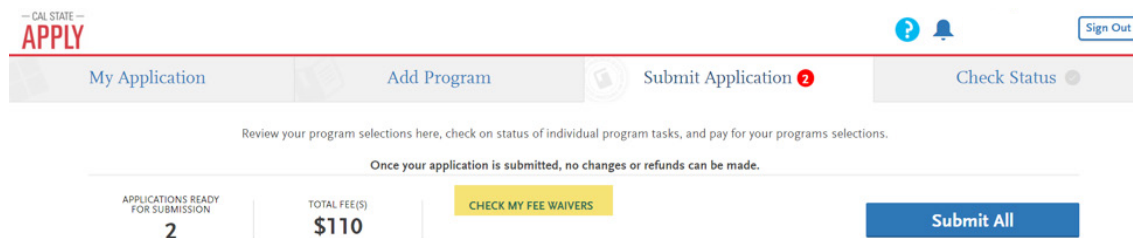


# APPLICATION FEE WAIVER CHECKLIST



**Applicants who are eligible for an Application Fee Waiver will see the above link on the Submit Application tab of their application. If the link does not appear, the applicant is not eligible based on the information provided.**

The following checklist will guide you through common errors made on the application, which may result in a denied fee waiver.

Are you an Undergraduate or Graduate applicant?

- Undergraduate – Go on
- Graduate – Only Undergraduate applicants are eligible for an application fee waiver

Are all four quadrants of your application complete, with a green circle and check mark?

- Yes – Go on
- No – You must complete your entire application before your fee waiver eligibility is displayed

On the Personal Information quadrant, in the Citizenship/Residency Information tile, what is your Citizenship status?

- US Citizen – Go on
- Permanent US Resident – Go on
- Temporary US Resident – Go on
- Non Resident – Non resident applicants are not eligible for application fee waivers
- None – Go on

On the Personal Information quadrant, in the Citizenship/Residency Information tile, what state do you regard as your permanent home? (At the bottom of the screen)

- California – Go on
  - Date of Arrival – Applicants must have arrived more than one year ago
- Any other state – Only CA residents are eligible for an application fee waiver

On the Personal Information quadrant, in the Citizenship/Residency Information tile, do you claim CA residency? (At the bottom of the screen)

- Yes – Go on
- No – Only CA residents are eligible for an application fee waiver

On the Personal Information quadrant, in the Other tile, is the applicant Dependent or Independent?

- Dependent
  - What is the family size listed? - Must be greater than 1
  - Did the applicant list untaxed income? – Applicants often mistakenly report the same income in both fields, which doubles their income.

If all items have been reviewed, and your applicant is still not eligible, it may be due to their family size and income - the Application Fee Waiver is meant for very low income families.

*Note: College Board fee waivers are not accepted by CSU campuses*