

## Application Checklist for Financial Aid

- Apply for a **Federal Student Aid (FSA) ID**, if you do not already have one. This FSA ID is used as an electronic signature for all of your federal documents. The website is <https://fsaid.ed.gov/npas/index.htm>. If you are a *dependent* student a parent will also need to apply for a FSA ID. You will have to wait 3-5 business days for your ID to be active.
  
- FAFSA** - Complete the 2018-19 Free Application for Federal Student Aid (FAFSA). The website is [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and our school code is **003133**. The FSA ID is required to complete the FAFSA and if you are *dependent* your parent will also need to sign with their FSA ID.
  
- Scholarships** - Apply for scholarships
  
- Entrance Counseling for Loans** –  
First Time Borrowers: If this is your first time borrowing Federal Direct Loans complete Loan Entrance Counseling at [www.studentloans.gov](http://www.studentloans.gov).  
  
First Time Borrowing at Urbana: If you have completed Entrance Counseling before, but this is your first time borrowing at Urbana, you will need to have your prior Entrance Counseling sent to us. Login in to [www.studentloans.gov](http://www.studentloans.gov) using your FSA ID. In the left navigation, scroll down to the *Counseling* and click on *View Completed Counseling*. It will show any counseling you have completed. Use the *Select School* button in the *Notify Additional School* column. Add Urbana University as a school to send your Entrance counseling.
  
- Master Promissory Note (MPN)** - Sign the subsidized/unsubsidized MPN at [www.studentloans.gov](http://www.studentloans.gov). You will need your FSA ID to sign this document.
  
- Award Letter** - Review your award letter. Please review the end of the award letter for a list of documents we still need to complete your aid.

Note: Looking for other documents required to complete financial aid? Please visit us online at <http://www.urbana.edu/resources/form-library.html>

## Important Things To Know

### ➤ Verification

- You may be randomly selected for **verification** by the Department of Education. Turn in the items requested as quickly as possible.
- Check you Initial File Review Letter or Award Letter for specific document requirements
- To request a **Tax Return Transcript**, visit the IRS website <http://www.irs.gov/Individuals/Get-Transcript> . Additional instructions are available in our Forms Library.

### ➤ Special Circumstances

- If you feel the **FAFSA** is not an accurate depiction of your current financial situation contact the Financial Aid Office for a review.

### ➤ Self Service Portal

- Primary means of communication
- Website <https://uuservice.urbana.edu/ss/Home.aspx>
- Check financial aid status, missing documents, see your billing and statements, check grades, and register classes
- Be sure to check your Knightnet email accounts

### ➤ Disbursement Information

- Loans will disburse each semester you are registered
- **The dates loans disburse is NOT the date the money is available**
- Contact Student Accounts at 937-772-9274 for specific questions about refunds