

# Financial Aid Checklist

## **File Your Free Application for Federal Student Aid (FAFSA).**

- Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- Review the Student Aid Report(SAR), which will be available 3-5 days after your FAFSA submission date.

## **Check your IU Southeast To Do list for items that need immediate attention.**

- Log into OneStart(<https://onestart.iu.edu>) to review the Student Information Snapshot section on the Self-Service Tab.

## **Check Your IU Southeast Email often for important financial aid communications.**

## **View your Financial Aid awards.**

- Access the Student Center from the Self-Service Tab in OneStart and follow the "View Financial Aid" link. Select the appropriate aid year to view your aid.
- Do you have financial aid awards?
  - **If Yes, click the Accept/Decline Awards button.**  
(Most awards, such as grants, are automatically accepted. Other awards such as Work-Study and Loans must be accepted.)

### • **Stafford Loan Checklist**

- Accept, Decline, or Reduce your loans through the student Center on the Self-Service tab in OneStart
- Complete Entrance Counseling (First-Time Borrowers Only)
  - <https://www.dl.ed.gov/borrower/BorrowerWelcomePage.jsp>
  - Click on "Entrance & Exit Counseling" link
- Complete an Online Master Promissory Note
  - <https://dlenote.ed.gov/empn/index.jsp>
  - Click on "Complete New MPN for Student Loans" link

### • **Perkins Loan Checklist**

- Accept or Decline your loan
- Sign a Master Promissory Note when you receive email notification that it is available to be signed.
- Complete Entrance Counseling when you receive an email with Entrance Counseling instructions. (First-Time Borrowers Only)
- **If no aid appears, see the list of common problems on the reverse side of this checklist.**

## **Complete a Title IV authorization form** to have your aid cover your parking permit and other non-educational expenses on your Bursar account.

## **Sign up for Direct Deposit** in the Services & Information section on the Self-Service tab in OneStart to receive your refund faster, or contact the Bursar's Office at (812)941-2335 to have your refund credited to your U-Card.

## *Common Problems That Delay Financial Aid*

- ❑ **Admission** – Have you been admitted to IU Southeast? Your aid will not be processed until you have been accepted for admission.
- ❑ **School Code** - Did you put the IU Southeast school code (001817) on your FAFSA? If not, go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to add it. To receive Indiana state aid, IU Southeast must be listed first on your FAFSA.
- ❑ **Degree Status** – Are you degree-seeking? You must enroll in a bachelor, associate, graduate, or select certificate programs to be eligible for aid.
- ❑ **Timing** – It may take two weeks processing time from your FAFSA submission date for financial aid awards to appear. Note: We do not begin packaging current students' financial aid until after grades are posted for spring semester.
- ❑ **To Do List** - Recheck your To Do list. You may still have outstanding items.
- ❑ **Social Security Number** -It could be that we received your FAFSA information but could not match it to your student account because your Social Security number was not provided on your IU Southeast Admissions Application. Go to the Registrar's Office with your Social Security Card and Photo ID to fix this problem.
- ❑ **SAP** - Do you meet Financial Aid Satisfactory Academic Progress (SAP) standards? Check your IU Southeast email to see if we have contacted you regarding a Satisfactory Academic Progress problem.
- ❑ **Name** – Have you changed your name? Does the name on your FAFSA match the name on file at IU Southeast? Compare the personal information you entered on your FAFSA to your personal information on file at IU Southeast. Go to the Personal Information section of the Student Center in OneStart to view your IU Southeast data.
- ❑ **Date of Birth** – Does the date of birth you entered on your FAFSA match the date of birth on file at IU Southeast? Compare the personal information you entered on your FAFSA to your personal information on file at IU Southeast. Go to the Personal Information section of the Student Center in OneStart to view your IU Southeast data.

If none of the above apply, or if you have additional questions, please contact our office.

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