Financial Aid Checklist

Directions: Please complete all applicable items.

		Item	Where to go? How do I do that?	Helpful Hints….	Complete Y/N or N/A
ALL STUDENTS		**1 FAFSA** (Complete ALL available)	https://studentaid.gov/h/apply-for-aid/fafsa - Clayton State University School Code **008976** Click **START HERE** (for new applicants) Click **LOG IN** (for returning applicants)	You will need your **2020 Tax Return Data**. Students AND Parent(s) (if applicable): Please use the **IRS DRT** and transfer your income directly from the IRS.	
		2 Verification *If applicable, check your SAR on FAFSA.gov*	https://clayton.verifymyfafsa.com Enter your CSU email and password and upload required docs.	Once all docs are e-signed and uploaded, click SUBMIT, then click FINISH. You must see **_CONGRATULATIONS!!_** If you don't, we don't have the submission. (Verification can take up to 30 days to complete during peak time).	
		3 Accept/Decline Awards	www.clayton.edu Log into your **SWAN** Account, Click **DUCK** Click **Financial Aid**, Click **Award**, Click **Award by Aid Year**, Select the correct **aid year** At the very top, Click **Accept Award Offer** tab *Accept/Decline/Modify your loans.* Once you have decided, Click **Submit Decision**	You will **ONLY** be able to accept once all items above are complete. If you are offered Subsidized and Unsubsidized loans, to receive the Unsubsidized loan, you must accept the Subsidized loan first.	
		4 Entrance Counseling	https://studentaid.gov/entrance-counseling/ Click link above or hover over **Complete Aid Process** --> Click **Complete Entrance Counseling** *Complete the entrance counseling based on your classification (* **_Undergraduate_** *or* **_Graduate_** *)* Click **Log In to Start** - enter your FSA ID and Password, Click **Log In** - **Accept**	It takes 24 hours for the school to receive. Students who are taking out loans for the 1st time **_MUST_** complete. After completing this step, you will not have to complete it for future Subsidized and Unsubsidized loans.	
		5 Master Promissory Note	https://studentaid.gov/mpn/ Click link above or Hover over **Complete Aid Process** --> Click **Complete a Master Promissory Note** *Complete the MPN based on your classification (* **_Undergraduate_** *or* **_Graduate_** *)* Click **Log In to Start** - enter your FSA ID and Password, Click **Log In** - **Accept**	It takes 24 hours for the school to receive. If you are a *returning student* **and** *received loans* at CSU within last 10 years, you DO NOT need to complete. Otherwise, students who are taking out loans for the 1st time **_MUST_** complete.	
Dependent Students *If you used Parents on the FAFSA.*		**6 PLUS Credit Check**	https://studentaid.gov/plus-app/ Click link above or hover over **Apply for Aid** --> Click **Apply for a Parent PLUS Loan** --> Click **Log In to Start** - enter your FSA ID and Password, Click **Log In** - **Accept**	It takes 24 hours for the school to receive. However, parent will know credit decision *immediately* after parent click **SUBMIT**.	
		7 PLUS MPN (if approved)	https://studentaid.gov/mpn/parentplus/landing Click link above or hover over **Complete Aid Process** --> Click **MPN for Parents** Click **Log In to Start** - enter your (parent) FSA ID and Password, Click **Log In** - **Accept**	It takes 24 hours for the school to receive.	

Need Help?		
Filing out the FAFSA?	800-433-3243	M-F 8am - 11pm: Sat-Sun 11am - 5pm
Verification, Loan?	678-466-4185	M-Tues 8am - 7pm: Weds - Thur 9am - 5pm: Fri 9am to 2pm
Entrance, MPN, PLUS Credit?	800-557-7394	M-F 8am -11pm