![Clayton State University logo]

2020-2021 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 2020-2021 FAFSA**	www.fafsa.ed.gov - Clayton State Univeristy School Code: **008976** Click **START HERE** (for new applicants) Click **LOG IN** (for returning applicants)	You will need your 2018 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	www.studentaid.gov Click **Log In** - enter your FSA ID and Password, Click **Log In** - **Accept** Click **Loan Counseling** (Entrance, Financial Awareness, Exit) Click **Entrance** (Required) --> **START**	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	www.studentaid.gov Click **Log In** - enter your FSA ID and Password, Click **Log In** - **Accept** Click **Complete Loan Agreement** (Master Promissory Note) Click **MPN for Subsidized/Unsubsidized Loans** --> **START**	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**	www.studentaid.gov Click **Apply for a Direct PLUS** Click **Direct PLUS Loan Application for Parents** (the option at the bottom) --> **START**	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)**	www.studentaid.gov Click **Complete Loan Agreement** (Master Promissory Note) Click **PLUS MPN for Parents** (the option at the bottom) --> **START**	It takes 24 hours for the school to receive.	
	8 Parent PLUS Loan Application Request Form	www.clayton.edu/financial-aid Click **Students** (at the very top) Click **Financial Aid** Click **Loan Forms 20-21**, scroll down and Click **Parent PLUS Loan Application (PDF)**	Parent(s) must submit the Plus Loan Application Request form back to the Financial Aid Office whether ***approved or denied*** . If parent(s) credit is *denied* , the parent can indicate on the form for the student to be reviewed for a potential additional Unsubsidized Loan based on classification and remaining eligibility.	

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 8am - 5pm: Fri 9am to 2pm
Entrance, MPN, PLUS Credit?	800-557-7394	M-F 8am -11pm