

# FINANCIAL AID CHECKLIST

## STEP 1 – Applying for Financial Aid:

- **Apply early!** All requested information must be received by the deadlines for aid to be available by the start of the semester.

<b>Spring 2021 Priority Deadline:</b>	November 1, 2020	(use 2020-21 FAFSA and 2018 taxes)
<b>Summer 2021 Priority Deadline:</b>	April 1, 2021	(use 2020-21 FAFSA and 2018 taxes)
<b>Fall 2021 Priority Deadline:</b>	June 1, 2021	(use 2021-22 FAFSA and 2019 taxes)

- **Electronically submit your FAFSA!**

Go to [www.studentaid.gov](http://www.studentaid.gov) to complete your FAFSA; include the School Code: **001561**. Complete your FAFSA at least 30 days prior to the published deadline to allow enough time for us to receive your FAFSA and for you to submit any additional documentation.

**Helpful Tip:** Use the IRS Data Retrieval Tool when completing your FAFSA to speed up processing if your file is selected for verification.

- **Respond timely to any request for verification/documentation!** The Department of Education randomly selects FAFSA applications for verification. If your FAFSA is selected, you will be required to submit additional documentation.

**Helpful Tip:** IRS Tax Transcripts can take 5-10 days to be mailed to you, if unable to access them using the IRS Data Retrieval Tool.

**Note: It can take up to 4 weeks to receive an award once you have submitted all required documentation.**

- **Activate your MyCSU account!** Communication and status updates are made on MyCSU or sent to your CSU email account so it is important that you access these often. For technology support, please visit: <https://helpdesk.columbusstate.edu/>.

- **Financial aid does not transfer from one school to another!** If you are a **transfer student**, you will need to add the 001561 school code to your FAFSA **and cancel all pending loans** or grants at the school where you last attended. After requesting cancellation at your previous school, please notify CSU that your loans and grants have been canceled by emailing: [financial\\_aid@ColumbusState.edu](mailto:financial_aid@ColumbusState.edu).

**Helpful Tip:** Aid will not show as canceled until your previous school reports the cancellation to the Department of Education. **We cannot proceed with processing until aid is fully canceled.**

## STEP 2 – How To View Detailed Information On Your Outstanding Requirements:

Please follow these steps:

1. Go to [www.ColumbusState.edu](http://www.ColumbusState.edu)
2. Click **"MyCSU"** (at the top right of the page)
3. Enter your CSU username and password and click **"Sign In"**
4. Click on **"Students"** (left menu)
5. Click on **"Financial Records"** (top menu)
6. Click **"My Eligibility"**
7. Click **"Student Documentation Requirements"**
8. Select the **Award Aid** year from the drop down menu and click **"Submit"**



**DO YOUR  
FAFSA  
NOW!**

**ALL UNSATISFIED requirements will show at the top portion of the screen. The "Selected for Verification" requirement remains outstanding until the verification process is completed, which may take up to 4 weeks.**

**If you have been selected for verification, please go to <https://columbusstate.verifymyfafsa.com>.**

- If you are a **New User**, login with your CSU email username and password.

## STEP 3 – How To Accept Your Terms and Conditions:

**Columbus State University requires you to accept the Terms, Conditions and Acceptable Usage Policy before aid will be disbursed.**

Please follow these steps once logged into MyCSU:

1. Click on “**Students**” (left menu)
2. Click on “**Financial Records**” (top menu)
3. Click “**My Award Information**”
4. Click “**Award By Aid Year**”
5. **Select the Award Aid Year** from the drop down menu and click “**Submit**”
6. Please click on “**Terms and Conditions**” tab
7. **Read the Terms and Conditions**
8. If you accept the Terms and Conditions, please click on “**Accept**” button

## **STEP 4 – How to View and Accept Your Awards:**

**Check MyCSU frequently to review your financial aid award(s)!** If you are awarded student loans, you must follow the instructions to accept them in MyCSU. You may accept full or partial amounts. **Remember that the amount accepted will be split in half between two semesters, unless otherwise noted.**

**Helpful Tip:** Once you have accepted your loans, it can take up to 5 business days to process

Please follow these steps once logged into MyCSU:

1. Click on “**Students**”
2. Click on “**Financial Records**” (top menu)
3. Click “**My Award Information**”
4. Click “**Award By Aid Year**”
5. **Select Aid Year** from drop down box and click “**Submit**”
6. Click **Accept Award Offer** on each type of aid you wish to accept
7. Then next to fund select **Accept** and put the appropriate amount in the box and click “**Submit Decision**”

## **STEP 5 – Next Steps After You Accept Your Awards:**

- **Complete Loan Entrance Counseling** at [www.studentaid.gov](http://www.studentaid.gov) using your FSA User ID and password

**Helpful Tip:** Loans will disburse 7-10 business days after completing EC & MPN

- **Sign Your Master Promissory Note (MPN)** at [www.studentaid.gov](http://www.studentaid.gov) using your FSA User ID and password

**Helpful Tip:** Loans will disburse 7-10 business days after completing EC & MPN

- **To apply for a Parent PLUS Loan**, please have your **parent** visit [www.studentaid.gov](http://www.studentaid.gov) to submit a PLUS Loan application using the parent FSA User ID and password. A credit check will be performed during the application process and a decision will be made once the application is submitted. **Loans will be awarded 7-10 business days after completion.**

- **If the PLUS loan is denied**, your parent must select “**Will not Pursue PLUS loan**” during the application process for CSU to award you additional loan funding. Any other option selected will result in needing a new PLUS loan application so that we can offer additional loan funding.

- **If the PLUS loan is approved**, your parent must complete a Parent PLUS Loan Promissory Note at [www.studentaid.gov](http://www.studentaid.gov) using their FSA User ID and password. The PLUS Loan will not disburse until this step has been completed and confirmation received by CSU

## **How To Check Your Satisfactory Academic Progress (SAP) Status:**

CSU students must maintain SAP with a minimum of a 2.0 cumulative financial aid GPA (undergraduate) or a 3.0 cumulative financial aid GPA (graduate) and a 67% or greater completion rate/pace of progression for classes attempted. **Your financial aid GPA may differ from your institutional GPA.**

Please follow these steps once logged into MyCSU:

1. Click on “**Students**”
2. Click on “**Financial Records**” (top menu)
3. Click on “**My Overall Financial Aid Status**”
4. **Select Aid Year** from the drop down menu and click “**Submit**”