2017-18 APPLICATION PROCESS CHECKLIST (GRADUATE/PROFESSIONAL/LAW STUDENTS)

STEP 1 APPLY FOR ADMISSION TO KU.

All applicants, other than those applying to the School of Law or the School of Social Welfare, apply online through the Office of Graduate Studies Graduate Application Processing Center at graduate.ku.edu. School of Law candidates apply online at law.ku.edu/apply. School of Social Welfare candidates apply online at socwel.ku.edu. Pay all applicable fees. Note: you must be officially admitted into a graduate program before you can be awarded financial aid.

STEP 2 ESTABLISH A REGISTERED KU EMAIL ACCOUNT.

As a KU student, you are required to register an email account or utilize a University-provided email account to receive official university communications. Important announcements from Financial Aid and Scholarships (FAS), including financial aid award notifications, will be sent to your registered KU email address. It is your responsibility to regularly check your registered email account for these notifications. You may establish your registered KU email account at technology.ku.edu/accounts.

STEP 3 APPLY FOR FEDERAL, STATE, AND INSTITUTIONAL FINANCIAL AID.

Obtain a Federal Student Aid ID (FSA ID). Prior to applying for federal financial aid, you will need to obtain an FSA ID online at fsaid.ed.gov. This ID serves as your electronic signature and may be used to file your Free Application for Federal Student Aid (FAFSA), make corrections to your Student Aid Report (SAR), and monitor your federal loans.

Complete the 2017-18 FAFSA. The Department of Education recommends you file the FAFSA online at fafsa.gov, but a paper version of the application is acceptable. Indicate KU as your school of choice on the FAFSA. KU’s Federal School Code is 001948. Priority Date: March 1, 2017. For help, see our video tutorial at ku.financialaidtv.com.

STEP 4 REVIEW YOUR STUDENT AID REPORT (SAR).

If you provided an email address on your FAFSA, you should receive information on how to access your SAR via email within 5-7 days after filing your FAFSA. If you did not provide an email address, your SAR will be mailed to you within 2-3 weeks after filing your FAFSA. If you do not receive your SAR, contact the Federal Processor at 800-433-3243.

Make corrections to your SAR if the information is incorrect or additional information is requested. You may make corrections online at fafsa.gov using your FSA ID as your electronic signature. For questions about the correction process, please contact the Federal Processor at 800-433-3243.

STEP 5 SUBMIT REQUESTED DOCUMENTATION TO FINANCIAL AID AND SCHOLARSHIPS.

If additional information is required, an email notification will be sent to your registered KU email address. You may also check the items on your ‘To Do List’ at sa.ku.edu. Failure to submit requested information in a timely manner could affect your eligibility for some limited funded programs. Financial aid will not be awarded until all required additional information is received, processed, and your financial aid file is complete.

STEP 6 ACCEPT/DECLINE YOUR FINANCIAL AID AWARDS.

When your eligibility for financial aid has been determined and your awards are available for you to review, an email notification will be sent to your registered KU email address. You may also check your status online at sa.ku.edu (Student Center > Accept/Decline Awards). Accept and/or decline financial aid within the timeframe indicated on the award notification or financial aid will be canceled.

STEP 7 COMPLETE A MASTER PROMISSORY NOTE (MPN) AND/OR LOAN ENTRANCE COUNSELING, WHEN APPLICABLE.

If you are receiving a Federal Direct Subsidized/Unsubsidized Stafford loan or a Federal Direct Graduate PLUS loan for the first time, you must complete a Master Promissory Note (MPN) at studentloans.gov. A promissory note is required to receive funds from an educational loan program. Each applicable promissory note must be completed before loan funds can be disbursed. If you are a first-time borrower, you must also complete online loan entrance counseling at studentloans.gov.

STEP 8 AUTHORIZE ELECTRONIC FUNDS TRANSFER (EFT).

Complete the Direct Deposit Authorization form, which allows financial aid, scholarships, and/or other credit balances to be electronically deposited into your bank account. This is an easy and convenient way to receive a credit balance refund. You may complete the form online in Enroll & Pay at sa.ku.edu (Student Center > Finances > Set Up Direct Deposit) or you may complete the paper form, which is available in the Bursar’s Office or on their website at student-account-services.ku.edu/direct-deposit.
ADDITIONAL RESOURCES

If you are pursuing a graduate degree for a particular profession, be sure to find out if there is an affiliated organization website. The best place to seek private scholarships or fellowships is usually through free online national databases, as well as the department office of the program you plan to pursue. The following are a few helpful resources.

<table>
<thead>
<tr>
<th>Department/Organization</th>
<th>Phone</th>
<th>Website</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Loan Servicing Center</td>
<td>800-557-7394</td>
<td>studentloans.gov</td>
<td>Information about Federal Direct Loans, borrower rights, repayment options, loan consolidation, and loan payment calculators</td>
</tr>
<tr>
<td>Federal Processor</td>
<td>800-433-3243</td>
<td>fafsa.gov</td>
<td>Request a FAFSA, check FAFSA status, request a duplicate SAR</td>
</tr>
<tr>
<td>FinAid</td>
<td>724-538-4500</td>
<td>finaid.org</td>
<td>Expected family contribution/early need analysis calculations</td>
</tr>
<tr>
<td>Kansas Board of Regents</td>
<td>785-430-4240</td>
<td>kansasregents.org</td>
<td>Apply for state scholarships/grants</td>
</tr>
<tr>
<td>FAFSA4Caster</td>
<td></td>
<td>fafsa4caster.ed.gov</td>
<td>Provides you with an early estimate of your eligibility for financial aid and allows you to transfer data entered to the FAFSA</td>
</tr>
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**Health Professions Resources**

- U.S. Department of Health & Human Services 888-Ask-HRSA hrsa.gov Information about scholarships, loans, and loan repayment options for health professionals and students
- KU School of Pharmacy 785-864-3591 pharmacy.ku.edu Information about the programs in the School of Pharmacy

**Law School Resources**

- American Bar Association 800-285-2221 americanku.edu Includes financial resources for Pre-Law and Law students
- KU School of Law 785-864-4550 law.ku.edu Information about KU Law, including cost and scholarships
- Law School Admission Council (LSAC) 215-968-1001 lsac.org Financing your legal education for future JD students

**Engineering School Resources**

- Society of Women Engineers 877-793-4636 swe.org Search for scholarships and award competitions
- KU School of Engineering 785-864-3881 engr.ku.edu Information about KU Engineering, including cost and scholarships
- Nat’l Action Council for Minorities in Engineering 914-539-4010 nacme.org Search for scholarships, internships, etc.

**Business School Resources**

- MBA.com 800-717-GMAT mba.com Information on the GMAT, scholarship, grants, and other assistance organizations
- KU School of Business 785-864-7500 business.ku.edu Information about KU Business, including cost and scholarships

**Additional KU Resources:**

- Office of Research 785-864-3441 rgs.ku.edu Apply for graduate school and gather information on sources of funding, including fellowships, scholarships, and travel to conferences offered by Graduate Studies
- Student Account Services 785-864-3322 student-account-services.ku.edu Tuition payment plans, University eBill questions, Direct Deposit Authorization Forms
- College of Liberal Arts & Sciences 785-864-4201 college.ku.edu Information on graduate programs offered by the College
- School of Architecture, Design & Planning 785-864-4281 sadp.ku.edu Information on plans of study, fees and expenses, scholarships, etc.
- School of Education 785-864-3726 soe.ku.edu Information about licensure and sources of financial assistance
- School of Fine Arts 785-864-6159 arts.ku.edu Information about graduate programs of study offered
- School of Journalism & Mass Communication 785-864-4755 journalism.ku.edu Gather information on scholarships and awards, jobs, etc.
- School of Social Welfare 785-864-4720 socwel.ku.edu Apply for graduate program, gather information on financial assistance

**Additional FAS Publications Dedicated to Graduate/Professional/Law Students at KU available at affordability.ku.edu/forms:**

- Graduate Student and Graduate PLUS Loans Information Sheet
- Financing Graduate Education for Prospective Students Information Sheet
- Satisfactory Academic Progress Graduate Information Sheet
- Non-degree Seeking Students Information Sheet

Financial Aid and Scholarships (FAS) is providing the above information as a courtesy. Outside of maintaining our website, FAS does not promote, validate, or maintain the websites listed. URL addresses and website contents frequently change. The URL addresses listed were accessible as of February 2017. A website appearing here does not necessarily imply that the University of Kansas or FAS agrees with the material contained on or linked to the websites.

2/2/17