

## 2017-18 APPLICATION PROCESS CHECKLIST FOR UNDERGRADUATE STUDENTS

### STEP 1 REVIEW OPTIONS FOR PAYING FOR COLLEGE.

Review the available options to assist you in paying for college. Options may include personal savings, contributions from family members, investments, college savings accounts, or financial aid and scholarships.

Review the estimated costs. Your estimated cost of attendance (also known as a budget) is a standardized estimate of what it will cost you to attend KU for the academic year. Modest estimated budgets used by Financial Aid and Scholarships (FAS) include tuition, fees, room, board, books/supplies, transportation, and personal expenses. Your total expenses for the year will depend on your major field of study, living accommodations, and lifestyle. The cost of attendance (COA) is subject to change each year. Estimated COA information is available online at [affordability.ku.edu/costs/](http://affordability.ku.edu/costs/). Note: Final tuition rates for 2017-18 will be available after July 1, 2017.

### STEP 2 APPLY FOR ADMISSION TO KU.

Complete the Undergraduate Application for Admission. Apply online at [admissions.ku.edu/apply](http://admissions.ku.edu/apply)

Send your official transcript(s), ACT/SAT scores, and/or GED scores to the Office of Admissions.

**KU Scholarships.** To be considered for scholarships, submit a complete admission application by the appropriate deadline:  
*Freshmen: November 1, 2016 | Transfers: February 1, 2017*

### STEP 3 ESTABLISH A REGISTERED KU E-MAIL ACCOUNT.

As a KU student, you are required to register an e-mail account or use a University-provided e-mail account to receive official university communications. Important announcements from FAS, including financial aid award notifications, will be sent to your registered KU e-mail address. It is your responsibility to regularly check your registered e-mail account. Establish your KU e-mail account at [technology.ku.edu/accounts](http://technology.ku.edu/accounts).

### STEP 4 APPLY FOR FEDERAL, STATE, AND INSTITUTIONAL FINANCIAL AID. PRIORITY DATE: MARCH 1<sup>ST</sup>.

Obtain a Federal Student Aid ID (FSA ID). Prior to applying for federal financial aid, obtain an FSA ID online at [fsaid.ed.gov](http://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. If you are a dependent student, a parent should also request an FSA ID, which will be their electronic signature on the FAFSA.

Complete the 2017-18 FAFSA. The U.S. Department of Education recommends you file the FAFSA online at [fafsa.gov](http://fafsa.gov), but a paper application is acceptable. Indicate KU as your school of choice. KU's Federal School Code is 001948. **Priority Date: March 1.** Apply by the priority date to be considered for limited-funded financial aid programs. The 2017-18 FAFSA will be available starting October 1, 2016, and will require information from the 2015 tax year. For assistance completing your FAFSA, see our video tutorial for first-time filers - [ku.financialaidtv.com](http://ku.financialaidtv.com).



Complete the State of Kansas Student Aid Application. If you are a Kansas resident, you may qualify for financial aid through the state. Additional information is available at [kansasregents.org](http://kansasregents.org). Note: An application fee is required.

### STEP 5 REVIEW YOUR STUDENT AID REPORT (SAR).

If you provided your e-mail address on your FAFSA, you should receive information about your SAR via e-mail within 5-7 days after filing your FAFSA. If you did not provide your e-mail address, your SAR will be mailed to you within 2-3 weeks. If you do not receive your SAR, contact the Federal Processor at 1-800-433-3243.

Make corrections to your SAR if the information is incorrect or additional information is requested. You may make corrections online at [fafsa.gov](http://fafsa.gov), using your FSA ID as your electronic signature. For questions about the correction process, please call the Federal Processor at 1-800-433-3243.

## STEP 6 SUBMIT REQUESTED DOCUMENTATION TO THE FINANCIAL AID AND SCHOLARSHIPS (FAS) OFFICE.

If additional information is required to complete your financial aid file, an e-mail notification will be sent to your registered KU e-mail address. You may also check the items on your 'To Do List' at [sa.ku.edu](http://sa.ku.edu) > *Enroll & Pay* > *Student Center* > *To Do List*. ***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.

**Complete Verification.** If your application is selected for verification, an e-mail will be sent to your registered KU e-mail address. Please complete and submit the Verification Worksheet to the FAS office along with all required documents listed on the verification form. ***Do not submit tax documents unless requested by the Financial Aid and Scholarships (FAS) office.***

## STEP 7 ACCEPT/DECLINE YOUR FINANCIAL AID AWARDS IN ENROLL & PAY.

When your eligibility for financial aid has been determined and your awards are available for you to review, an e-mail will be sent to your registered KU e-mail address. You may also check your status online at [sa.ku.edu](http://sa.ku.edu) (*Enroll & Pay* > *Student Center* > *Accept/Decline Awards*). ***Accept or decline financial aid within 30 days of receipt of the award notification.***

**OPTIONAL** **Complete and Submit a Parent Loan for Undergraduate Students (PLUS) Request Form (if applicable).** If your parent wants to apply for a PLUS loan, your parent must complete a PLUS Loan Request online at [studentloans.gov](http://studentloans.gov). The 2017-2018 request will become available April 1, 2017.

## STEP 8 COMPLETE A MASTER PROMISSORY NOTE (MPN) AND/OR LOAN ENTRANCE COUNSELING, IF APPLICABLE AT STUDENTLOANS.GOV.

If you are receiving a Federal Direct Subsidized/Unsubsidized loan for the first time, you must complete a Master Promissory Note (MPN) at [studentloans.gov](http://studentloans.gov) (*Note: A parent requesting a Federal Direct PLUS loan must also complete a promissory note at [studentloans.gov](http://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 entrance counseling at [studentloans.gov](http://studentloans.gov).

## STEP 9 AUTHORIZE ELECTRONIC FUNDS TRANSFER (EFT),

Complete the Direct Deposit Authorization form, which allows financial aid, scholarships, and 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](http://sa.ku.edu) (*Student Center* > *Finances* > *Set Up Direct Deposit*) or you may complete the paper form, which is available online at [affordability.ku.edu/forms/](http://affordability.ku.edu/forms/). Your parent may also download the Direct Deposit Authorization form for PLUS loans at this website.

### CONTACT INFORMATION AND ADDITIONAL INTERNET RESOURCES

#### KU Financial Aid & Scholarships

Phone: 785-864-4700

Website: [affordability.ku.edu](http://affordability.ku.edu)

#### KU Office of Admissions

Phone: 785-864-3911

Website: [admissions.ku.edu](http://admissions.ku.edu)

#### Kansas Board of Regents, Topeka

Phone: 785-296-3518

Website: [kansasregents.org](http://kansasregents.org)

#### Federal Processor

Phone: 800-433-3243

Request a FAFSA, Check FAFSA status, Request a duplicate SAR

#### FAFSA4caster

[fafsa.ed.gov/FAFSA/app/f4cForm](http://fafsa.ed.gov/FAFSA/app/f4cForm)

Early estimate of your eligibility for federal student aid (before FAFSA becomes available)

#### KU Student Account Services

Phone: 785-864-3322

[student-account-services.ku.edu](http://student-account-services.ku.edu)

Tuition payment plans, University eBill questions, Direct Deposit Authorization Forms

#### [studentloans.gov](http://studentloans.gov)

Obtain information regarding Federal Direct Loans, borrower rights and responsibilities, repayment options, loan consolidation, and calculator to estimate monthly payments on student loans.

*The Financial Aid and Scholarships (FAS) office is providing the above information as a courtesy. Outside of maintaining our website, the FAS office does not promote, validate, or maintain the websites listed. URL addresses and website contents frequently change. The URL addresses listed were accessible as of June 2016. A website appearing here does not necessarily imply that the University of Kansas or the FAS office agree with the material contained on or linked to the websites.*