

## 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](http://graduate.ku.edu). School of Law candidates apply online at [law.ku.edu/apply](http://law.ku.edu/apply). School of Social Welfare candidates apply online at [socwel.ku.edu](http://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](http://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](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.

**Complete the 2017-18 FAFSA.** The Department of Education recommends you file the FAFSA online at [fafsa.gov](http://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](http://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](http://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](http://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](http://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](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 loan entrance counseling at [studentloans.gov](http://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](http://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](http://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.

Department/Organization	Phone	Website	Description
Direct Loan Servicing Center	800-557-7394	<a href="http://studentloans.gov">studentloans.gov</a>	Information about Federal Direct Loans, borrower rights, repayment options, loan consolidation, and loan payment calculators
Federal Processor	800-433-3243	<a href="http://fafsa.gov">fafsa.gov</a>	Request a FAFSA, check FAFSA status, request a duplicate SAR
FinAid	724-538-4500	<a href="http://finaid.org">finaid.org</a>	Expected family contribution/early need analysis calculations
Kansas Board of Regents	785-430-4240	<a href="http://kansasregents.org">kansasregents.org</a>	Apply for state scholarships/grants
FAFSA4Caster		<a href="http://fafsa4caster.ed.gov">fafsa4caster.ed.gov</a>	Provides you with an early estimate of your eligibility for financial aid and allows you to transfer data entered to the FAFSA
<b>Health Professions Resources</b>			
U.S. Department of Health & Human Services	888-Ask-HRSA	<a href="http://hrsa.gov">hrsa.gov</a>	Information about scholarships, loans, and loan repayment options for health professionals and students
KU School of Pharmacy	785-864-3591	<a href="http://pharmacy.ku.edu">pharmacy.ku.edu</a>	Information about the programs in the School of Pharmacy
<b>Law School Resources</b>			
American Bar Association	800-285-2221	<a href="http://americanbar.org">americanbar.org</a>	Includes financial resources for Pre-Law and Law students
KU School of Law	785-864-4550	<a href="http://law.ku.edu">law.ku.edu</a>	Information about KU Law, including cost and scholarships
Law School Admission Council (LSAC)	215-968-1001	<a href="http://lsac.org">lsac.org</a>	Financing your legal education for future JD students
<b>Engineering School Resources</b>			
Society of Women Engineers	877-793-4636	<a href="http://swe.org">swe.org</a>	Search for scholarships and award competitions
KU School of Engineering	785-864-3881	<a href="http://enr.ku.edu">enr.ku.edu</a>	Information about KU Engineering, including cost and scholarships
Nat'l Action Council for Minorities in Engineering	914-539-4010	<a href="http://nacme.org">nacme.org</a>	Search for scholarships, internships, etc.
<b>Business School Resources</b>			
MBA.com	800-717-GMAT	<a href="http://mba.com">mba.com</a>	Information on the GMAT, scholarship, grants, and other assistance organizations
KU School of Business	785-864-7500	<a href="http://business.ku.edu">business.ku.edu</a>	Information about KU Business, including cost and scholarships
<b>Additional KU Resources:</b>			
Office of Research	785-864-3441	<a href="http://rgs.ku.edu">rgs.ku.edu</a>	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	<a href="http://student-account-services.ku.edu">student-account-services.ku.edu</a>	Tuition payment plans, University eBill questions, Direct Deposit Authorization Forms
College of Liberal Arts & Sciences	785-864-4201	<a href="http://college.ku.edu">college.ku.edu</a>	Information on graduate programs offered by the College
School of Architecture, Design & Planning	785-864-4281	<a href="http://sadb.ku.edu">sadb.ku.edu</a>	Information on plans of study, fees and expenses, scholarships, etc.
School of Education	785-864-3726	<a href="http://soe.ku.edu">soe.ku.edu</a>	Information about licensure and sources of financial assistance
School of Fine Arts	785-864-6159	<a href="http://arts.ku.edu">arts.ku.edu</a>	Information about graduate programs of study offered
School of Journalism & Mass Communication	785-864-4755	<a href="http://journalism.ku.edu">journalism.ku.edu</a>	Gather information on scholarships and awards, jobs, etc.
School of Social Welfare	785-864-4720	<a href="http://socwel.ku.edu">socwel.ku.edu</a>	Apply for graduate program, gather information on financial assistance
<b>Additional FAS Publications Dedicated to Graduate/Professional/Law Students at KU available at <a href="http://affordability.ku.edu/forms">affordability.ku.edu/forms</a>:</b>			
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			