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## 2009-2010 APPLICATION PROCESS CHECKLIST

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### Step 1 *Review options for paying for college.*

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

#### **Review the KU Estimated Cost of Attendance (COA).**

Your estimated COA (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 the Office of Student Financial Aid (OSFA) include tuition, fees, room, board, books/supplies, transportation, and personal expenses. Your total expenses for the academic year will depend on your major field of study, living accommodations, and lifestyle. The Cost of Attendance is subject to change each year. The estimated budgets for 2009-2010 are as follows:

- 2009 First-Time Freshman Kansas Resident: \$19,928  
(\*First-Time Freshman tuition and fees are fixed for four years)
- 2009 First-Time Freshman Non-Resident: \$31,482  
(\*First-Time Freshman tuition and fees are fixed for four years)
- Undergraduate Kansas Resident: \$19,228
- Undergraduate Non-Resident: \$29,638
- Graduate Kansas Resident: \$22,988
- Graduate Non-Resident: \$31,780

*Note: These are estimated budgets for the 2009-10 academic year. Final tuition costs will be available after July 1, 2009. For additional information about tuition and fees at KU, visit [www.tuition.ku.edu](http://www.tuition.ku.edu).*

### Step 2 *Apply for admission to KU.*

**Complete the Undergraduate Application for Admission.** Apply online at [www.admissions.ku.edu/apply](http://www.admissions.ku.edu/apply) or send a completed paper application and \$30 application fee to the Office of Admissions and Scholarships. Deadline for New Freshmen: April 1, 2009; Deadline for New Transfer Students: May 1, 2009.

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

**Apply for Scholarships.** If you have at least a 3.25 cumulative GPA on a 4.0 scale, mark the box on the admissions application indicating that you would like to be considered for both admission and scholarships. Also, submit all necessary supporting materials. Final Deadline for Freshmen: December 1, 2008; Early notification deadline is November 1, 2008. Final Deadline for Transfers: March 1, 2009.

### Step 3 *Establish a registered KU e-mail account.*

As a KU student, you are required to register an e-mail account or utilize a University-provided e-mail account to receive official university communications. Important announcements from the OSFA, 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 for these notifications. You can establish your registered KU e-mail account at [www.ku.edu/computing/services](http://www.ku.edu/computing/services).

### Step 4 *Apply for federal, state, and institutional financial aid.*

**Obtain a Personal Identification Number (PIN).** Prior to applying for federal financial aid, you should obtain a PIN online at [www.pin.ed.gov](http://www.pin.ed.gov). This number 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 federal loans that you receive. If you are a dependent student, a parent should also request a PIN, which can be used as their electronic signature on the FAFSA.

#### **Complete the 2009-2010 FAFSA.**

The Department of Education recommends that you file the FAFSA online at [www.fafsa.gov](http://www.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, 2009.** Apply by the priority date to be considered for limited funded programs.

#### **Complete the State of Kansas Student Aid Application.**

If you are a Kansas resident, you may qualify for state financial aid. Additional information is available at [www.kansasregents.org](http://www.kansasregents.org). Note: A \$12 application fee is required. Priority Deadline: May 1, 2009.

**Step 5 Review your Student Aid Report (SAR).**

If you provided an e-mail address on your FAFSA, you should receive information on how to access your SAR via e-mail within 5-7 days after filing your FAFSA. If you did not provide an e-mail 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 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 [www.fafsa.gov](http://www.fafsa.gov), using your PIN 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 KU OSFA.**

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 <https://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 notification will be sent to your registered KU e-mail address. Please print, complete, sign, and submit the Verification Worksheet to the OSFA along with signed copies of all 2008 Federal tax returns (including all applicable schedules), W-2's, and 1099 forms. If you are a dependent student, you will need to provide your parents' signed Federal tax returns (including all applicable schedules), W-2's, and 1099 forms. **Please do not submit tax documents unless requested by the OSFA.**

**Step 7 Accept your Financial Aid Awards.**

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

**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 the PLUS Loan Request form and submit it to the OSFA. This form is available at [www.financialaid.ku.edu/pdf/10ay/10ayPlusReq.pdf](http://www.financialaid.ku.edu/pdf/10ay/10ayPlusReq.pdf).

**Step 8 Complete a Master Promissory Note (MPN) and/or loan entrance counseling, when applicable.**

If you are receiving a Direct Subsidized/Unsubsidized Stafford loan for the first time, you must complete a Master Promissory Note (MPN) at <http://dlenote.ed.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 <https://www.dl.ed.gov/borrower/CounselingSessions.do>. *Note: A parent requesting a PLUS loan must also complete a promissory note at <http://dlenote.ed.gov>.*

**Step 9 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 <https://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 [http://www.bursar.ku.edu/forms/all\\_forms.aspx](http://www.bursar.ku.edu/forms/all_forms.aspx). Your parent may also download the Direct Deposit Authorization form for PLUS loan at this website.

**CONTACT INFORMATION AND ADDITIONAL INTERNET RESOURCES**

**KU Office of Admissions and Scholarships**

Phone: 785-864-3911

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

**Kansas Board of Regents, Topeka**

Phone: 785-296-3518

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

**U.S. Department of Education**

Phone: 1-800-872-5327

Website: [www.ed.gov](http://www.ed.gov)

**Federal Processor**

Phone: 800-433-3243

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

**FAFSA4caster**

Website: [www.fafsa4caster.ed.gov](http://www.fafsa4caster.ed.gov)

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

**KU Bursar's Office**

Phone: 785-864-3322

Website: [www.bursar.ku.edu](http://www.bursar.ku.edu)

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

**Direct Loan Servicing Center**

Phone: 800-848-0979

Website: [www.directloan.ed.gov](http://www.directloan.ed.gov)

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