

2009-2010 APPLICATION PROCESS CHECKLIST (GRADUATE/PROFESSIONAL/LAW)

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 Graduate Application Processing Center (GAPC) at www.graduate.ku.edu/apply/index.shtml. School of Law candidates apply online at www.law.ku.edu/prospective/admissions/howtoapply/. School of Social Welfare candidates apply online at www.socwel.ku.edu/admissions/MSW/applyonline.shtml. 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 the Office of Student Financial Aid (OSFA), 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 www.ku.edu/computing/services.

Step 3 **Apply for federal, state, and institutional financial aid.**

Obtain a Personal Identification Number (PIN). Prior to applying for federal financial aid, you will need to obtain a PIN online at 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.

Complete the 2009-2010 FAFSA. The Department of Education recommends that you file the FAFSA online at www.fafsa.ed.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.

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 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.ed.gov using your PIN as your electronic signature. For questions about the correction process, please contact the Federal Processor at 1-800-433-3243.

Step 5 **Submit requested documentation to the KU OSFA.**

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 <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.

Step 6 **Accept 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 <https://sa.ku.edu> > *Enroll & Pay* > *Student Center* > *Accept/Decline Awards*. Accept and/or decline financial aid within the time frame 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 Direct Subsidized/Unsubsidized Stafford loan or a Direct Graduate PLUS 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 loan counseling at <https://www.dl.ed.gov/borrower/CounselingSessions.do>.

Step 8 **Authorize Electronic Funds Transfer (EFT).**

You are encouraged to 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*. If you do not authorize Electronic Funds Transfer (EFT), you will receive any excess financial aid in the form of a paper check mailed to your billing address.

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 attend. The following are a few helpful resources.

Department/Organization	Phone	Website	Description
Direct Loan Servicing Center	800-848-0979	www.dl.ed.gov	Gather information about Federal Direct Loans, borrower rights and responsibilities, repayment options, loan consolidation, and student loan payment calculators
Federal Processor	800-433-3243	www.fafsa.ed.gov	Request a FAFSA, check FAFSA status, request a duplicate SAR
FinAid		www.finaid.org	Expected family contribution/early need analysis calculations
Kansas Board of Regents, Topeka	785-296-3421	www.kansasregents.org	Apply for state scholarships/grants
Federal Student Aid Gateway		www.studentaid.ed.gov	Information from U.S. Department of Education on preparing for and funding education beyond high school
Health Professions Resources			
U.S. Department of Health & Human Services	888-Ask-HRSA	www.hrsa.gov	Gather information about scholarships, loans, and loan repayment options for health professionals and students
KU School of Pharmacy	785-864-3591	www.pharm.ku.edu	Information about the programs in the School of Pharmacy
Law School Resources			
American Bar Association	800-285-2221	www.abanet.org	Includes financial resources for Pre-Law and Law students
KU School of Law	785-864-4378	www.law.ku.edu	Information about KU Law, including cost and scholarships
Engineering School Resources			
Society of Women Engineers	877-SWE-INFO	www.swe.org	Search for scholarships and award competitions
KU School of Engineering	785-864-3881	www.engr.ku.edu	Information about KU Engineering, including cost and scholarships
National Action Council for Minorities in Engineering	914-539-4010	www.nacme.org	Search for scholarships, internships, etc.
Business School Resources			
MBA.com	800-717-GMAT	www.mba.com	Information on the GMAT, scholarship, grants, and other assistance organizations
KU School of Business	785-864-3795	www.business.ku.edu	Information about KU Business, including cost and scholarships
Additional KU Resources:			
Office of Research & Graduate Studies	785-864-8040	www.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
KU Bursar's Office	785-864-3322	www.bursar.ku.edu	Tuition payment plans, University eBill questions, Direct Deposit Authorization Forms
College of Liberal Arts & Sciences	785-864-3661	www.clas.ku.edu	Information on graduate programs offered by the College
School of Architecture & Urban Planning	785-864-4281	www.saud.ku.edu	Gather information on plans of study, fees and expenses, scholarships, etc.
School of Education	785-864-3726	http://soe.ku.edu	Information about licensure and sources of financial assistance
School of Fine Arts	785-864-3421	http://arts.ku.edu	Information about graduate programs of study offered
School of Journalism & Mass Communication	785-864-4755	www.journalism.ku.edu	Gather information on scholarships and awards, jobs, etc.
School of Social Welfare	785-864-4720	www.socwel.ku.edu	Apply for graduate program, gather information on financial assistance
Additional OSFA Publications Dedicated to Graduate/Professional/Law Students at KU:			
Frequently Asked Financial Aid Questions/Answers for Graduate Students:	http://www.financialaid.ku.edu/pdf/GradStudent.pdf		
Financing Graduate Education for Prospective Students:	http://www.financialaid.ku.edu/pdf/NASFAAGradBrochure2007.pdf		
How a Non-Degree Seeking Student Might Qualify for Financial Aid:	http://www.financialaid.ku.edu/pdf/NondegreeSeeking.pdf		