

2012-2013 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, and/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 COA is subject to change each year. The estimated COA for the 2011-2012 academic year is available online at www.financialaid.ku.edu/process/coa.shtml. You may also find helpful information on the KU Tuition page at www.tuition.ku.edu. Note: Final tuition rates for 2012-2013 will be available after July 1, 2012.

STEP 2 APPLY FOR ADMISSION TO KU.

Complete the Undergraduate Application for Admission. Apply online at www.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**

Transfers: **February 1.**

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 FAS office, 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 <http://technology.ku.edu/accounts>.

STEP 4 APPLY FOR FEDERAL, STATE, AND INSTITUTIONAL FINANCIAL AID. PRIORITY DATE: MARCH 1ST.

Obtain a Personal Identification Number (PIN). Prior to applying for federal financial aid, you should 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 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 2012-2013 FAFSA. The U.S. Department of Education recommends you file the FAFSA online at www.fafsa.gov, but a paper application is acceptable. The 2012-2013 FAFSA becomes available online January 1, 2012. Indicate KU as your school of choice. KU's Federal School Code is 001948. **Priority Date: March 1, 2012.** Apply by the priority date to be considered for limited funded financial aid programs. If you have not filed your 2010 Federal income tax return, you can still submit your FAFSA utilizing estimated financial information. Visit www.collegegoal.org for FAFSA help at various sites across Kansas in February 2012.



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 www.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 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.

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

STEP 6

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 FAS office along with signed copies of all 2011 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 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 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 FAS office. This form will be available for the 2012-2013 academic year, beginning April 2012.

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

If you are receiving a Direct Subsidized/Unsubsidized Stafford loan for the first time, you must complete a Master Promissory Note (MPN) at www.studentloans.gov (Note: A parent requesting a Federal Direct PLUS loan must also complete a promissory note at www.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 www.studentloans.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 online at http://www.bursar.ku.edu/forms/all_forms.aspx. Your parent may also download the Direct Deposit Authorization form for PLUS loans at this website.

CONTACT INFORMATION AND ADDITIONAL INTERNET RESOURCES

KU Office of Admissions

Phone: 785-864-3911

Website: www.admissions.ku.edu

Kansas Board of Regents, Topeka

Phone: 785-296-3518

Website: www.kansasregents.org

U.S. Department of Education

Phone: 1-800-872 5327

Website: 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

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

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

Direct Loan Servicing Center

Phone: 800-848-0979

Website: www.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.