

# How to Apply for Financial Aid

## Financial Aid Checklist



### STEP 1 -- Application Process:

- **Know the Financial Aid Deadlines!** The ASU **Fall** Deadline for financial aid is **July 15<sup>th</sup>**. This means that all requested items below must be received in our office by this date to be considered a financial aid student for Fall.
- **Electronically submit the FAFSA** at [www.fafsa.gov](http://www.fafsa.gov) before the priority deadline – This will start the Financial Aid process and determine aid amounts. Be sure to include the School Code: **001544** and visit our website for the Financial Aid deadlines. The priority deadline and financial aid deadline per term are different. The priority deadline refers to the preferred deadline you should submit your financial aid paperwork by to ensure the best financial aid package, as some funding is limited and will run out.  
—→**Note:** *It may take up to 10 days for ASU to receive your FAFSA data from the Department of Education*
- **Please make sure that your Banner Web account is active so that you can respond to any request for verification/documentation. If not yet admitted, students may access Banner Web as a guest** – The Department of Education randomly selects FAFSA applications for verification. If your FAFSA is selected, you will be required to submit additional forms to the Financial Aid office **before** our published deadline for the semester.  
—→**Note:** *It can take up to 4 weeks once you have submitted all required documentation to award your file*
- The **ONLY acceptable documentation to verify tax information will be use of the IRS Data Retrieval Tool through the FAFSA application or by submitting an official Tax Return Transcript from the IRS** for tax filers, and **both an official IRS W-2 Wage and Tax Statement Form and Verification Letter of Non-Filing** for non-tax filers.  
—→**Note:** *IRS Tax Transcripts can take 5-10 days to be mailed to you, if unable to access them electronically*
- **Financial aid does not transfer from one school to another.** If you are a **transfer student**, you will need to **cancel all pending** loans or grants at the school where you last attended. After requesting cancellation at your previous school, please notify Albany State that your loans and grants have been cancelled.  
—→**Note:** *Aid will not show as canceled until your previous school reports the cancelation to the Department of Education-we cannot proceed with processing a file until aid shows fully canceled.*

### STEP 2 -- How To View Your Outstanding Requirements:

Please follow these steps:

1. Go to [www.asurams.edu](http://www.asurams.edu)
2. Click "**Banner Web (for Fall 2017)**" (Under "Students" at the top center of the page)
3. Click "**Login to Secure Area**"
4. Enter your User ID and PIN and click "**Login**" (If this is your first time to login to Banner, your User ID is your RAM ID and your PIN is your 6-digit birthday (MMDDYY)-no hyphens or slashes)
5. Click the "**Student Services and Financial Aid**" tab
6. Click "**Financial Aid**"
7. Click "**My Eligibility**"
8. Click "**Student Requirements**"
9. **Select the Award Aid** Year from the drop down menu and click "**Submit**"

→ **ALL UNSATISFIED requirements will show at the top portion of the screen.**

- **If you have been selected for verification**, please click the link "Selected for Verification or Eligibility" within Banner Web or go to [asurams.verifymyfafsa.com](http://asurams.verifymyfafsa.com).
  - If you are a **New User**, please click the link "**create account**" to begin your verification process. Please contact the Office of Financial Aid if you are having trouble logging in.

### STEP 3 -- How To Accept Your Terms and Conditions:

The Department of Education requires you to accept the Terms, Conditions and Acceptable Usage Policy.

Please follow these steps:

1. Go to [www.asurams.edu](http://www.asurams.edu)
2. Click "**Banner Web (for Fall 2017)**" (Under "Students" at the top center of the page)
3. Click "**Login to Secure Area**"
4. Enter your User ID and PIN and click "**Login**" (If this is your first time to login to Banner, your User ID is your RAM ID and your PIN is your 6-digit birthday (MMDDYY)-no hyphens or slashes)
5. Click the "**Student Services and Financial Aid**" tab
6. Click "**Financial Aid**"
7. Click "**My Award Information**"
8. Click "**Award By Aid Year**"
9. **Select the Award Aid Year** from the drop down menu and click "**Submit**"
10. Please click the "**Terms and Conditions**" tab
11. **Read the Terms and Conditions**
12. If you accept the Terms and Conditions, please click the "**Accept**" button

### STEP 4 -- How to Accept Your Awards:

- **Check Banner Web frequently for your financial aid award(s).**
- Once awarded, you will need to click on your award letter and **read carefully!** If you are awarded student loans, you must follow the instructions to accept them on Banner. You may accept full or partial amounts. **Remember that the amount accepted will be split in half between two semesters, unless otherwise noted. Make sure to complete the entire process.**  
—→**Note:** *Once you have accepted your loans, it can take up to 5 business days to process*

Please follow these steps:

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2. Click "**Banner Web (for Fall 2017)**" (Under "Students" at the top center of the page)
3. Click "**Login to Secure Area**"
4. Enter your User ID and PIN and click "**Login**" (If this is your first time to login to Banner, your User ID is your RAM ID and your PIN is your 6-digit birthday (MMDDYY)-no hyphens or slashes)
5. Click the "**Student Services and Financial Aid**" tab
6. Click "**Financial Aid**"
7. Click "**My Award Information**"
8. Click "**Award By Aid Year**"
9. **Select Aid Year** from drop down box and click "**Submit**"
10. Click **Accept Award Offer** on each type of aid you wish to accept
11. Then next to fund select **Accept** and put the appropriate amount in the box and click "**Submit Decision**"

### STEP 5 -- Next Steps After You Accept Your Awards:

- **Complete Loan Entrance Counseling** at [www.studentloans.gov](http://www.studentloans.gov) using your FSA User ID and password  
—→**Note:** *Loans will not disburse until this step has been completed and confirmation received by ASU*
- **Sign Your Master Promissory Note (MPN)** at [www.studentloans.gov](http://www.studentloans.gov) using your FSA User ID and password  
—→**Note:** *Loans will not disburse until this step has been completed and confirmation received by ASU*
- If applying for a **Parent PLUS Loan**, please have your **parent** visit [www.studentloans.gov](http://www.studentloans.gov) to submit a PLUS Loan application. A credit check will be performed during the application process and a decision will be made once the application is submitted.  
—→**Note:** *If the loan is approved, your parent must complete a PLUS Loan Promissory Note at [www.studentloans.gov](http://www.studentloans.gov) using their FSA User ID and password. The PLUS Loan will not disburse until this step has been completed and confirmation received by ASU*