



Financial Aid Checklist

Directions: Please complete all applicable items.

	Item	Where to go? How do I do that?	Helpful Hints....	Complete Y/N or N/A
ALL STUDENTS	1 FAFSA (Complete ALL available)	https://studentaid.gov/h/apply-for-aid/afsa - Clayton State University School Code 008976 Click START HERE (for new applicants) Click LOG IN (for returning applicants)	You will need your 2019 Tax Return Data . Students AND Parent(s) (if applicable): Please use the IRS DRT and transfer your income directly from the IRS.	
	2 Verification <i>If applicable, check your SAR on FAFSA.gov</i>	https://clayton.verifymyfafsa.com Enter your CSU email and password and upload required docs.	Once all docs are e-signed and uploaded, click SUBMIT, then click FINISH. You must see CONGRATULATIONS!! If you don't, we don't have the submission. (Verification can take up to 30 days to complete during peak time).	
	3 Accept/Decline Awards	www.clayton.edu Log into your SWAN Account, Click DUCK Click Financial Aid , Click Award , Click Award by Aid Year , Select the correct aid year At the very top, Click Accept Award Offer tab <i>Accept/Decline/Modify your loans.</i> Once you have decided, Click Submit Decision	You will ONLY be able to accept once all items above are complete. If you are offered Subsidized and Unsubsidized loans, to receive the Unsubsidized loan, you must accept the Subsidized loan first.	
	4 Entrance Counseling	https://studentaid.gov/entrance-counseling/ Click link above or hover over Complete Aid Process --> Click Complete Entrance Counseling <i>Complete the entrance counseling based on your classification (Undergraduate or Graduate)</i> Click Log In to Start - enter your FSA ID and Password, Click Log In - Accept	It takes 24 hours for the school to receive. Students who are taking out loans for the 1st time MUST complete. After completing this step, you will not have to complete it for future Subsidized and Unsubsidized loans.	
	5 Master Promissory Note	https://studentaid.gov/mpn/ Click link above or Hover over Complete Aid Process --> Click Complete a Master Promissory Note <i>Complete the MPN based on your classification (Undergraduate or Graduate)</i> Click Log In to Start - enter your FSA ID and Password, Click Log In - Accept	It takes 24 hours for the school to receive. If you are a <i>returning student and received loans</i> at CSU within last 10 years, you DO NOT need to complete. Otherwise, students who are taking out loans for the 1st time MUST complete.	
Dependent Students If you used Parents on the FAFSA.	6 PLUS Credit Check	https://studentaid.gov/plus-app/ Click link above or hover over Apply for Aid --> Click Apply for a Parent PLUS Loan --> Click Log In to Start - enter your FSA ID and Password, Click Log In - Accept	It takes 24 hours for the school to receive. However, parent will know credit decision <i>immediately</i> after parent click SUBMIT .	
	7 PLUS MPN (if approved)	https://studentaid.gov/mpn/parentplus/landing Click link above or hover over Complete Aid Process --> Click MPN for Parents Click Log In to Start - enter your (parent) FSA ID and Password, Click Log In - Accept	It takes 24 hours for the school to receive.	

Need Help?

Filing out the FAFSA?	800-433-3243	M-F 8am - 11pm: Sat-Sun 11am - 5pm
Verification, Loan?	678-466-4185	M-Tues 8am - 7pm: Weds - Thur 9am - 5pm: Fri 9am to 2pm
Entrance, MPN, PLUS Credit?	800-557-7394	M-F 8am -11pm