2021-2022 Financial Aid Checklist

CLAYTON STATE UNIVERSITY

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** 2021-2022 FAFSA	www.fafsa.ed.gov - Clayton State Univeristy 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 *If applicable, check your SAR on FAFSA.gov*	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 **Accept Award by Aid Year**, Select the correct **aid year** At the very top, Click **Accept Award Offer** tab Accept/Decline/Modify your loans. 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	www.studentloans.gov Click **Log In** - enter your FSA ID and Password, Click **Log In** - Accept Hover over **Complete Aid Process** --> Click **Complete Entrance Counseling** --> **START**	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	www.studentloans.gov Click **Log In** - enter your FSA ID and Password, Click **Log In** - Accept Hover over **Complete Aid Process** --> Click **Subsidized/Unsubsidized Loan MPN** --> **START**	It takes 24 hours for the school to receive. If you are a *returning student **and** received loans* 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	www.studentloans.gov Hover over **Apply for Aid** --> Click **Apply for a PLUS Loan** --> Click **Direct PLUS Loan Application for Parents** (the option at the bottom) --> **START**	It takes 24 hours for the school to receive. However, parent will know credit decision *immediately* after parent click **SUBMIT**.	
	7 PLUS MPN (if approved)	www.studentloans.gov Hover over **Complete Aid Process** --> Click **Parent PLUS MPN** (the option at the bottom) --> **START**	It takes 24 hours for the school to receive.	
	8 Parent PLUS Loan Application **Request Form**	www.clayton.edu Click **Students** (at the very top) Click **Financial Aid** Click **Loan Forms 20-21**, scroll down and Click **Parent PLUS Loan Application (PDF)**	Parent(s) must submit the Plus Loan Application Request form back to the Financial Aid Office whether **_approved or denied_**. If parent(s) credit is *denied*, the parent can indicate on the form for the student to be reviewed for a potential additional Unsubsidized Loan based on classification and remaining eligibility.	

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