



STUDENT
FINANCIAL
SERVICES

ANNUAL FINANCIAL AID INSTRUCTIONS

www.fafsa.gov

FAFSA School Code: 001753

Beginning October 1st before each school year!

STEP 1: APPLY FOR FINANCIAL AID

Apply - Begin applying as early as October 1 before each school year. Get an FSA ID and password for you and your parents (if applicable) at StudentAid.gov/fsa-id as soon as possible. An FSA ID acts as a digital signature for signing the FAFSA, federal loan applications, other financial aid documents and to gain access to NSLDS (National Student Loan Data System) to view your federal financial aid history.

Reset Password - If you have an FSA ID but have misplaced or forgotten your password, you will need to reset it. To do so, visit StudentAid.gov/fsa-id and select [Forgot My Password](#). You will have three options. Have a secure code sent via email to the email associated with your FSA ID, have a secure code sent via text to the mobile phone associated with your FSA ID, or answer the challenge questions (30-minute delay before using your new password).

IRS Data Retrieval Tool - You should use the IRS Data Retrieval Tool (DRT) that is available in the online FAFSA application. This tool will allow you to transfer your federal tax data directly to the FAFSA and is required for those FAFSA applications that are chosen for a process called Verification by the federal government. Using the DRT can result in less paperwork and forms you may need to submit to the Student Financial Services office at a later time.

**New students should not wait until they are admitted to complete the FAFSA.*

STEP 2: REVIEW AND MAKE CORRECTIONS

Receive Email Confirmation - You will receive a confirmation email from the federal government within a few days after completing the FAFSA.

Review and Correct - As instructed in the federal government's confirmation, review your processed application at fafsa.gov and make corrections ASAP.

STEP 3: REVIEW YOUR AWARD PACKET. COMPLETE YOUR NEXT STEPS

Review your award packet and complete loan steps - SAIC will send new students a Financial Aid Award Offer and instructional packet in a large blue envelope. Continuing students are sent an email to their SAIC email account. Read and review everything included in your award packet. Although the award offer informs you of funds that you are eligible, you most likely will need to complete additional steps to accept or secure these funds. There is an annual Financial Aid Award Guide and other documents included in your packet that will provide you with instructions on how to complete your award requirements. If you choose to borrow a Federal Direct Stafford or Federal Direct PLUS Loan, You will need to apply online at StudentAid.gov and complete the required online entrance counseling session for federal loans, one time only at SAIC. (Parent PLUS Loans do not require an entrance counseling session).

STEP 4: COMPLETE AND REQUESTED DOCUMENTS AND TASKS

Submit any other documents requested by Student Financial Services. Submit requested documents and complete requested tasks as soon as possible. A Missing Information Letter (MIL) will be provided in your award packet and is listed on SAIC Self-Service to inform you what additional documents or tasks you need to complete to secure your financial aid. Upload your documents quickly using MappingXpress. It's a safe and secure way to get documents to us. Details at <http://www.saic.edu/sfsdocsubmit>.

STEP 5: CALCULATE YOUR YEARLY BUDGET AND APPLY FOR ADDITIONAL LOAN FUNDS*

Figure Your Costs. A budgeting worksheet called Figure Your Costs is available on the SAIC website at www.saic.edu/fyc and enclosed in your award packet each year. Complete this worksheet every year and each semester in order to determine whether you require additional financial aid assistance. If so, you should apply for additional loan funds. Federal Direct PLUS loan and Private loans require a credit-worthy borrower. Not all applicants are eligible for these loans.

Apply for additional loan funds.* Parents of dependent students and graduate students (Independent Undergraduate and Post-Baccalaureate students are not eligible) may apply for a Federal Direct PLUS loan by completing the Direct PLUS Loan Request Form and an electronic Master Promissory Note (eMPN) at StudentAid.gov. Those who are ineligible or do not desire a Federal Direct PLUS loan may consider a private/alternative loan, which can be found through the internet at the lender website of your choice. Further instructions are included in your award packet and on the SAIC website.

**These loans are credit-based. A Federal Direct PLUS loan credit check can be done at StudentAid.gov by completing the federal government's Federal Direct PLUS Loan Request form. Federal Direct PLUS loans are denied for purposes of adverse or negative credit history. Private loans have more stringent credit reviews and usually require a credit-worthy co-signer. Private loan borrowers may use any lender that participates in the loan program. Additional information is located on the SAIC website at saic.edu/sfs.*

STEP 6: COMPLETE EVERYTHING BY THE PAYMENT DUE DATE BEFORE EACH SEMESTER

Make sure everything is completed and submitted by the payment due date. In order to ensure that your financial aid is processed in a timely manner, be sure to not wait until the last minute! Get everything done before August each year if not earlier.

STEP 7: CHECK THE STATUS OF YOUR STUDENT LOANS

Keep track of your student loans at StudentAid.gov and nslds.ed.gov beginning one month before classes begin. Check your loan status before each semester. Remember to also sign up for Inceptia, our free financial literacy and loan management program at Inceptia.org.

STEP 8: CHECK YOUR FINANCIAL RECORDS ONLINE THROUGH SAIC SELF-SERVICE

Access student information on a regular basis 24/7, at saic.edu/selfservice. View your student records, grades, class schedule, financial aid award, student account, as well as a list of outstanding financial aid documents and other documents that you may still need to submit. You can request a Statement of Account that will send a PDF of your account activity during the last 365 days to your SAIC student email address. Fall semester tuition charges are made available online and on the Statement of Account starting the first full week of July and monthly invoices are generated starting the end of July.