



Financial Aid Checklist for Incoming Graduate Students

Use this checklist as a guide to help you apply for aid, review your awards, and pay your fees. We hope you find this list helpful, but it is intentionally brief. We encourage you to read our entire web site to gain a fuller understanding of the entire financial aid process.

October-February: Apply for Aid

- Complete the [Free Application For Federal Student Aid](#) (FAFSA). This application is required for most types of federal financial aid including student loans and is completed on the web.
 - ✓ Be sure to use the IRS Data Retrieval Tool, it allows you to use your completed tax return to automatically complete portions of the FAFSA. It's easy, it reduces errors and makes the entire application process easier.

When completing the FAFSA you will need a FSA ID. If you need to provide parent information on the FAFSA, your parent will also need a FSA ID. You can obtain PINs at FSA IDs <http://www.fsaaid.ed.gov>

- ✓ **Allen University's Federal School Code is 003417** - If you already have a FAFSA on file with another school for the same school year, add the Allen University's school code to the school list on the FAFSA. You can do this by going to www.studentaid.gov and select "Apply for Aid". Once you log in, add the school's code to the section where you've listed institutions and click on add.
- Check the status of your financial aid application on the [Financial Aid Portal](#) for any needed information. Federal aid will not be awarded until your application is complete and any requested verification documents have been received.
 - ✓ Remember that it could take 1 to 2 weeks for Allen University's Office of Student Financial Aid to receive the results of your application from the FAFSA Processor.
- Check your awards on the [Financial Aid Portal](#). You will automatically be considered for Federal Grants, Institutional Scholarships, and Federal Direct Loans. After you have been awarded, you can decide if other aid is needed.
 - ✓ Allen University starts awarding Federal Aid after November 1st.
- Only as a last resort, you may wish to consider a Private Educational Loan.

March-May: Review and Finalize Your Awards

- Read and accept the Terms and Conditions located in the "Accept My Financial Aid Offer" section of [the Financial Aid Portal](#) for detailed information about your awards and how to use them, and to authorize your aid for fee payment.
- Review and Accept or Decline, your awards under the "Accept My Financial Aid Offer" section on the [Financial Aid Portal](#). If you wish to make any changes to your awards after you have accepted or declined your awards, please send an email to "financialaid@allenuniversity.edu". Indicate in the subject line "Award Adjustment" or



“Cancellation.” In the body of your email include your student ID number. Your email must be sent from your AU email account. If email is not available, you will need to print your award letter from the [Financial Aid Portal](#), make the desired changes, and send the updated award letter to our office with your signature. We will make your desired changes within 48 hours.

- Complete all required online [Federal Direct Loan Entrance Counseling](#) for graduate or professional students.
- E-sign your [Federal Direct Loan Master Promissory Note](#) (MPN) at www.studentaid.gov if you accepted a Federal Direct Unsubsidized loan.
 - ✓ Your Loan Counseling and MPN must be completed before you can use your Direct Loans to pay your fees.
- Complete your [Federal Direct Graduate PLUS Loan Application](#) if you do not have any Federal Direct Unsubsidized loan eligibility remaining.
- E-sign your [Federal Direct Loan Master Promissory Note](#) (MPN) for the graduate plus loan at www.studentloans.gov if it is approved and you accepted a Federal Direct Graduate Plus loan.
 - ✓ Your Loan Counseling and MPN must be completed before you can use your Direct Loans to pay your fees.
- Make sure Admissions has ALL your Official Transcript for your bachelor’s degree and for any previously attended graduate institutions.
- Make sure any non-institutional scholarship checks are sent to our office.
 - ✓ You may need to endorse a check if it is made co-payable to you and the University.

Use Your Aid to Pay Your Fees

- Pay Your Fees using [MyAllen](#).
 - ✓ You must authorize the use of your available financial aid towards the payment of your fees by using MyAllen. To authorize your financial aid, you will need to read and accept the terms and conditions and accept or decline any loan awarded to you in the [Financial Aid Portal](#) ; complete the direct loan entrance counseling if you accepted a federal direct loan and e-sign a Master Promissory Note for your Direct Loan. Aid does not disburse automatically. You must authorize through the Financial Aid Portal.

Stay in Touch

- Financial aid is an ongoing process. Check your AU email for updates frequently. Visit the [Financial Aid Portal](#) and your [MyAllen](#) regularly for account information.

Helpful Terms& Websites

FAFSA: (www.studentaid.gov) The Free Application for Federal Student Aid is required for most types of financial aid including student loans and must be renewed annually.



MyAllen: (<https://my.allenuniversity.edu/ics/>) This is the University's student's web connection to most academic and financial information. You must be an admitted (<http://www.allenuniversity.edu/admissions/>) student to gain access to the site.

Financial Aid Portal: (<https://my.allenuniversity.edu/NetPartnerStudent>) This is the University's financial aid portal for all financial aid information. You must have a completed FAFSA on file to gain access to the site.

Entrance Counseling: (www.studentaid.gov) This is required for your first year as graduate/professional student. Entrance counseling must be completed before funds can be disbursed.

Graduate PLUS Entrance Counseling: (www.studentaid.gov) This is required if you are a first-time graduate plus borrower. Entrance counseling must be completed before funds can be disbursed.

Master Promissory Note (MPN): (www.studentaid.gov) An MPN is an agreement that you sign with your lender promising that you will pay your loan back. MPN's are required for your first Federal Direct unsubsidized loan. MPN's must be completed before funds can be disbursed.

Graduate PLUS Master Promissory Note (MPN): (www.studentaid.gov) An MPN is an agreement that you sign with your lender promising that you will pay your loan back. MPN's are required for your first Federal Direct Graduate PLUS loan. MPN's must be completed before funds can be disbursed.

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