

# Financial Aid Checklist

- Submit the completed **Free Application for Federal Student Aid (FAFSA)** or renewal FAFSA by your **priority deadline** to the federal processor at the address listed on the FAFSA.
  - File online at <http://www.fafsa.ed.gov>. No filing fee is required.
  - Ohio State's school code is 003090.
  - Parents of dependent students must also sign the FAFSA.
- Submit the **OSU Scholarship Application** or the **Application for Admission, Scholarships, and Financial Aid** (freshmen and transfer students) by your **priority deadline** to apply for **special-eligibility scholarships, academic-based-only scholarships, and Cooperative Scholarship Housing**.
- Check with your college office for information and applications (if needed) for **departmental scholarships**.
- If you are attending a regional campus or the Agricultural Technical Institute (ATI), contact the financial aid administrator there about **special-eligibility scholarships**.
- Submit a completed **PLUS Loan Application** printed from <http://sfa.osu.edu/Forms/Award/Plus.pdf>.
- Be sure that your Social Security Number is listed correctly on all forms.
- Retain copies of your completed **FAFSA** and all **IRS tax forms** filed. Many applicants for federal aid will be required to submit last year's tax forms and W-2's to the OSFA.
- Keep your address current with the OSU Registrar online via BRUTUS or by phone at 614-292-8500.
- Review the **Student Aid Report (SAR)** for accuracy once you receive it. Make changes as needed. Submit the corrections to the Federal Processor.

If you change income, asset, or household size information, you need to submit necessary documentation to our office for verification. Contact our office 800-678-6440 if you have questions.

- Respond by the deadline date to any request for verification or information previously reported.
- Read your **Award Guide** for details about how to receive the funds you have been awarded.
- Promptly notify the OSFA in writing if you receive any scholarships from donors outside the university.

If you have previously completed a **Master Promissory Note** to borrow a Federal Direct Stafford Loan, you do not need to complete another. However, each year that you are awarded a Direct Loan you must complete the acceptance form before these funds can be disbursed. The Award Package section of your Financial Aid Status page provides a form button link to the Federal Direct Stafford Loan Acceptance page for all such loans awarded.