



Checklist for completing the Financial Aid Application Process

Here is what a USD student is required to do:

- Complete and submit the FAFSA (Free Application for Federal Student aid) by the appropriate priority deadline.
- If a Student Aid Report (SAR) with processed FAFSA information is not received within a few weeks, contact the Federal Processor at 1-800-4-FEDAID.
- Log on to your USD MySanDiego Portal: Submit the red-flagged Financial Aid Requirements to USD within the specified deadline (usually 3 weeks).
- Accept all Awards (New Incoming Students: Accept all Award types that you want to be considered for before submitting the Financial Aid Requirement Forms).
- File the Federal Income Tax Return(s) as soon as possible, but no later than April 15, and update your FAFSA on the Web (FOTW) with tax data. When updating the FOTW, select the Data Retrieval Tool (DRT). Please note that it takes a few weeks after filing the tax data before the DRT becomes available.
- Check the status of your financial aid application on your USD MySanDiego Portal on a weekly basis to make sure you see any update or new request.
- Complete all Award Forms made available on your Financial Aid Requirements Channel on your USD MySanDiego Portal.
- Complete Entrance Loan Counseling (ELC), if needed; ELC might be needed for more than one loan type.
- Complete Promissory Notes, if needed.
- If awarded Federal Work-Study, submit the Federal Work-Study Work Authorization Form.
- Inform the Office of Financial Aid immediately of changes in enrollment and/or housing status.
- Contact the USD **One Stop Student Center** if you have any questions after you have received your 1st bill in July.
- Arrange for Direct Deposit (optional).