



## Metropolitan School of Professional Studies

### 2018-2019 Financial Aid Application Checklist

- ❑ The Free Application for Federal Student Aid (FAFSA) may be filed online or via a paper form and will be available after January 1, 2018. If you file online, obtain a Personal Identification Number (PIN) from the U.S. Department of Education via [www.pin.ed.gov](http://www.pin.ed.gov). The pin is necessary for filing the FAFSA online. You will receive it via e-mail or U.S. mail in approximately 2 days (e-mail) to 2 weeks (mail). If you wish to file a paper FAFSA, obtain the form from your public library or from CUA's financial aid office.
- ❑ Ensure that you have your most recent income tax return on hand for reference (For example: School Year 2018-2019, you will need your 2017 tax return and W-2's). If you do not have your tax return or did not file one, you may request a tax summary (i.e. tax transcript) from the IRS. The request form is available on the CUA Financial Aid website at <http://financialaid.cua.edu/Forms.cfm>. **You must answer all tax questions on the FAFSA, therefore, these tax documents will be helpful.**
- ❑ If you are filing the FAFSA by using *FAFSA on the Web*, go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) (this is where you use your PIN). Be sure to indicate your attendance status (e.g., Part Time = 6 credits [minimum for federal financial aid eligibility], Three Quarters Time = 9 credits, Full Time [undergraduate] = 12 or more credits). Please visit <http://financialaid.cua.edu/applying-for-aid.cfm> for FAFSA processing deadlines.
- ❑ Receive your Student Aid Report (SAR) by e-mail or U.S. mail and review it for accuracy. If necessary, correct inaccurate items. The SAR may indicate that you are selected for the **verification process**. To learn more about the verification process or to locate the verification worksheet, please visit <http://financialaid.cua.edu/Forms.cfm>.  
**Please note:** You are responsible for reviewing the results of your FAFSA when it is transmitted back to you by the Department of Education. If the FAFSA indicates that you have been selected for verification, you are responsible for going to the CUA Financial Aid web site, reading the verification requirements, and submitting the appropriate information in a timely manner. No federal aid can be awarded or disbursed until verification requirements have been met.
- ❑ Always respond promptly to CUA requests for additional information or documents, such as a copy of your federal tax returns for verification.
- ❑ Once you receive your financial aid award letter, read, sign, and return it promptly to CUA. Contact the financial aid office if you have any questions about your award.
- ❑ Complete the promissory note for any loan you have been offered and wish to accept. Before you sign the promissory notes, make sure you read and understand all of your rights and responsibilities. Please visit the Financial Aid website at <http://financialaid.cua.edu> or contact the Financial Aid office for information regarding any loan counseling you must complete before you may receive the loan proceeds.
- ❑ Notify the Financial Aid office of any outside scholarship, grant or other types of student aid you have received or will receive.

**For Financial Aid information at The Catholic University of America contact:**

Office of Financial Aid, 300M Fr. O'Connell Hall Tel: 202-319-5307, Fax: 202-319-6171, E-mail: [cuafinaid@cua.edu](mailto:cuafinaid@cua.edu)

Website: <http://financialaid.cua.edu/>. Federal School Code 001437

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