

## 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 [www.fafsa.ed.gov](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> for every year the parent wishes to be considered for this loan. Indicate acceptance and complete online Master Promissory Note as needed.
- ❑ Be sure that your (the student's) **Social Security number** is listed correctly on all forms.
- ❑ **Keep your address current** with the OSU Registrar online via the Student Change Form or by phone at 614-292-8500. Be sure that your university e-mail account is active and that all messages get properly forwarded to you.
- ❑ Review the **Student Aid Report (SAR)** for accuracy. Make changes as needed. If you change **income, asset, or household size** information, you need to submit necessary documentation to **our office** for verification. Contact our office at 1-800-678-6440 if you have questions.
- ❑ Respond by the deadline date to any request for **verification** or information previously reported. **Remember:** You are responsible for checking your Financial Aid Status regularly. Check your *Award Progress* to ensure your application is *File Complete*.
- ❑ Complete and mail the **Report Your Changes** form or notify our office by e-mail at [sfa-reportyourchange@osu.edu](mailto:sfa-reportyourchange@osu.edu) if you receive any **scholarships or tuition reimbursement from donors outside the university**.
- ❑ Follow necessary procedures for accepting Office of Minority Affairs scholarships you have been awarded.
- ❑ Complete any required "paperwork" online if you or your parents are borrowing loans awarded to you.
- ❑ If you are a student athlete you may not be eligible for a club scholarship award.