



### My Checklist

Complete the following items prior to arriving on campus, on-line or via fax. All forms should include the student's name, identification number and signature. If applicable, the parent's signature may be required for dependent students. *Items marked with an \*(asterisk) are required for students selected for verification by U.S. Department of Education as indicated on the Student Aid Report.*

**STEP 1:** Complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

**STEP 2:** Submit any outstanding documents through the mail, by fax, or in person. All TSU forms are available through the financial aid web page at <http://em.tsu.edu/financialaid/forms.php>.

**Federal Tax Transcripts\*** Copies may be obtained by visiting [www.irs.gov](http://www.irs.gov) or calling 1-800-829-1040.

**Verification Worksheet\*** \_\_\_ Dependent \_\_\_ Independent

**Apply Credit Balance Form (all students)** This consent form allows TSU to apply financial aid to the student's account for institutional incurred expenses

**FERPA Release Form (all students)**

When a student turns 18 years of age or attends a postsecondary institution, the student and not the parent, may access, seek to amend, and consent to disclosures of his or her education records. This consent form allows any one listed on the form to receive information regarding the student's financial aid status other than the student.

**STEP 3:**  **Review your financial aid awards on your MyTSUWeb account (all students)**

**STEP 4:**  **Accept, decline or reduce the college work-study and loan programs. (all students)**

Each individual award must be accepted or declined *prior to* proceeding to the financial aid deferment. Grants and scholarships are automatically accepted for the student. Students wishing to cancel the grants should contact the Financial Aid Office directly.

● **Federal Direct Parent PLUS Loan Application (dependent students only)**

The Federal Direct Parent Plus loan is an unsubsidized loans for the parents of dependent undergraduate students and may help pay for education expenses up to the cost of attendance minus all other financial assistance. Interest is charged during all periods. The applicant must be the student's biological or adoptive parent or the student's stepparent, if the biological or adoptive parent has remarried at the time of application. The student must be a dependent student who is enrolled at least half-time (6 hours) at the time of disbursement. The parent applicant must complete an application at [www.studentloans.gov](http://www.studentloans.gov) and will receive a credit review as part of the application process. Additional information and instructions are available at [studentaid.gov](http://studentaid.gov).

● **Federal Direct Graduate PLUS Loan Application (graduate students only)**

The Federal Direct Graduate PLUS loan is an unsubsidized loan for the graduate/professional students that helps to pay for educational expenses up to the cost of education minus all other financial aid. Interest is charged during all periods. The student applicant must complete an application at [www.studentloans.gov](http://www.studentloans.gov) and will receive a credit review as part of the application process. Additional information and instructions are available at [studentaid.gov](http://studentaid.gov).

**STEP 5:**  **Complete Entrance Loan Counseling (students borrowing from the federal loan programs)**

All students borrowing from the Federal Direct Loan Program for the first time at Texas Southern University must complete entrance loan counseling at [www.studentloans.gov](http://www.studentloans.gov).

**STEP 6:**  **Complete the Financial Aid Deferment (all students)**

The student must have sufficient financial aid to cover current tuition charges for the term, meet minimum satisfactory academic progress requirements and enroll in a minimum of 6 hours. The PIN number for this process is the student's date of birth.

● **Financial Aid Awarded:**

The student may use the on-line deferment process.

- If the total amount of aid received is greater than or equal to current outstanding balance on the student's account **and**.
- the student has reviewed and updated the status of each award program in the Award Summary by Term link your MYTSU web account.

● **Financial Aid Not Awarded:**

If the student has not completed their Financial Aid File, but has an official FAFSA on file and all the necessary paperwork to complete the file, the student must report in person for an evaluation of your eligibility to receive a financial aid deferment.



My TSUWeb

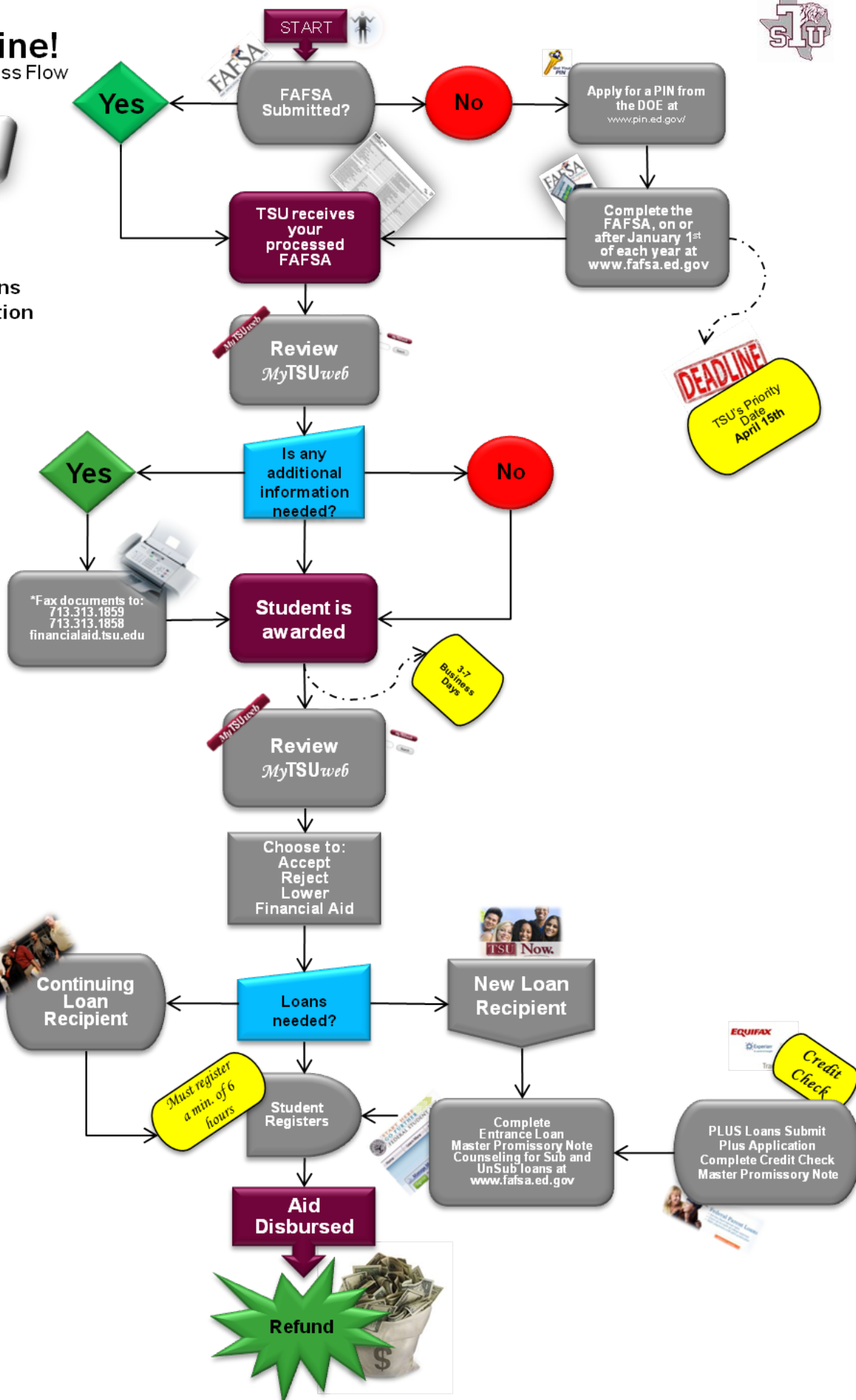


# Skip the Line!

## Financial Aid Process Flow



- Student
- TSU
- Questions
- Information



\*For privacy and fraud prevention, please include your name and T-number. Social security numbers should not appear on documents submitted.