Finalizing Financial Aid Checklist

(Please use **black** ink when completing all forms.)

**Student Accounts:**

An estimate of your account will be included in your registration packet at First Year Registration in June. If you would like an estimate before then, please contact the Student Accounts Office at 507-933-6244/7502 or email studentaccts@gustavus.edu.

Have you returned all forms sent to you?
- Statement of Financial Responsibility (SIGNATURES MUST BE NOTARIZED)
- New Student Information form
- Student Conduct Code
- Meal Plan form
- Billing and Directory Information form

**Financial Aid Office Section:**

PLEASE LOOK AT THE ENCLOSED COPY OF YOUR AWARD LETTER

**Student Employment:**

Did you receive **Student Employment**?
- No—Go to the **Student Loans** section
- Yes—Please bring the following:
  - U.S. Passport **OR**
  - Driver’s License **AND** Social Security Card or Certified Birth Certificate

Have you mailed in your Form W-4?
- No—Please bring to registration
- Yes

Have you mailed your Gustavus Application for Employment?
- No—Please bring to registration
- Yes
Have you mailed your Student Direct Deposit Authorization with voided check attached?
- No—Please bring to registration
- Yes

**Student Loans**

Did you receive and accept a **Federal Perkins Loan**?
- No—Go to Federal Direct Loan section
- Yes—University Accounting Service (UAS) will notify you via your Gustavus email address. Once you have received the email notification from UAS, please complete the following steps:
  - Complete Electronic Master Promissory Note using your FSA ID at signmyloan.com
  - Read all the instructions about hardware and software before starting OR
  - Bring the necessary information listed in the cover letter with you to campus when you register and complete the loan here

Did you receive and accept a **Federal Direct Loan**, Subsidized or Unsubsidized?
- No—Go to the **Scholarship** notification section
- Yes—Please complete the following:
  - Complete entrance counseling at studentloans.gov
  - Complete Electronic Master Promissory Note at studentloans.gov
  - Read all the instructions about hardware and software before starting OR
  - Bring the necessary information listed in the cover letter with you to campus when you register and complete the loan here

Do you have any **Scholarships** from outside sources to report?
- No—YOU ARE DONE!
- Yes—Do one of the following:
  - Complete and return the white scholarship notification form included in this packet
  - Write down the amounts and sources of scholarships received, as well as the student’s name and ID number and bring them with you to registration

Thank you for working with our offices to make this process as easy as possible.