

# Financial Aid Checklist for Success



## Prepare

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- Create a Financial Aid folder/ file to store any financial aid information and/or documents
- Gather Social Security/ Alien Registration Number, federal tax returns and W-2s
- Obtain your Federal Student Aid (FSA ID) Username & Password. New users may create one at: [www.studentaid.gov/fsaid](http://www.studentaid.gov/fsaid)
- Have your Federal School Code- **UMES' Federal School Code: 002106-00**

## Complete

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- Visit [www.studentaid.gov](http://www.studentaid.gov) to submit your Free Application for Federal Student Aid (FAFSA) (Opens Oct. 1<sup>st</sup>). You will submit a new FAFSA each year. \*For Maryland residents, please complete the FAFSA prior to March 1<sup>st</sup> to be considered for State Grants.
- Save/ store your FSA ID Username & Password in the financial folder/ file that you created for use next year
- Ensure that you enter your legal name (exactly as it appears on your Social Security Card) on your UMES application and on your FAFSA for timely processing

## Monitor

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- Frequently review your emails for FAFSA submission confirmation and your Student Aid Report (SAR)
- Lookout for emails from UMES regarding your financial aid information/ status and be sure to check your To-Do List via your HawkWeb Student Portal
- Watch for any paper mail and/or email updates regarding any scholarships that you may have applied for

## Respond

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- Follow instructions to confirm any desired award offers
- If you accepted a federal loan(s), please visit [www.studentaid.gov](http://www.studentaid.gov) to complete:
  - Entrance Loan Counseling
  - AND
  - Master Promissory Note (MPN)