



Office of Financial Aid Checklist

	Create Budget – Budget Worksheet
	Complete FAFSA https://fafsa.ed.gov
	Activate your FSUID
	Check to Do List for outstanding documents <ul style="list-style-type: none"> ○ Aid will not disburse if verification documents are outstanding
	Review Award Letter (Log in to my.fsu.edu and click on the “My Finances” tab)
	Review Terms and Conditions. (http://financialaid.fsu.edu/terms-and-conditions)
	Review eligibility requirements and your responsibilities as a financial aid recipient. (http://financialaid.fsu.edu/types-aid)
	Report all outside scholarships and agency payments (<ul style="list-style-type: none"> ○ Do not report FSU scholarships or Bright Futures scholarships ○ Do not report assistantship stipends ○ Do report tuition waivers if not already part of your award
	In case awarded loans, or work study <ul style="list-style-type: none"> ○ Work Study Acceptance Process <ul style="list-style-type: none"> ▪ Review Work Study options (https://financialaid.fsu.edu/types-aid/federal-work-study) ▪ Accept or Decline Work Study ▪ If Accepting – a follow-up email will be sent to you with information and a work authorization form <ul style="list-style-type: none"> • Apply for positions before the start of the term • Follow up and make sure you are in the payroll system before you start working
	Loan Acceptance Process <ul style="list-style-type: none"> ▪ Accept/Decline/Reduce Loan (Log in to my.fsu.edu and click on the “My Finances” tab to view your awards. ▪ Review Loan Requirements (http://www.financialaid.fsu.edu/Types-Aid/Loans)
	Sign up for financial literacy...SALT www.saltmoney.org/floridastateuniversity
	Enroll in Direct Deposit (http://studentbusiness.fsu.edu/refunds/direct-deposit)
	Set up Delegated Access (https://sc.my.fsu.edu/training-documentation/documentation/delegated-access)
	If you are receiving Bright Futures make sure FSU’s school code 0371 on file with the Florida Office of Student Financial Aid (OSFA) – you can update your Florida Financial Aid application online or call 1/888/827/2004



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	Follow the academic calendar and enroll in a timely manner (http://registrar.fsu.edu/calendar/)