Federal Student Aid Checklist

Use this checklist as a “road map” to keep you on track during the Federal Student Aid (FSA) application process; please read it completely before you begin. If you need assistance, please reach out to us at finaid@apus.edu or call 877-755-2787.

☐ Register for your first semester (if you haven’t already). To select your courses, click “Register Now” at the top left of your ecampus. Keep in mind:

- At least one class must begin in the same month as the start of your Academic Year
- You must maintain at least half-time enrollment status to qualify for Federal student loans or defer previous loan payments
- You must select FSA as your pay type during registration
- All FSA registrations for the 16-week semester must be submitted a week before the start of the semester

☐ Complete your Free Application for Federal Student Aid (FAFSA) in My Aid Portal (MAP) or via www.fafsa.gov. Access MAP by selecting “My Aid Portal” in the FSA menu on the left side of the page in your ecampus. Select the 2014/2015 Year tab and use School Code 038193-00 and Location West Virginia.

☐ Create your Personal Identification Number (PIN). You will be prompted to create a PIN while completing your FAFSA; you will be redirected to www.fafsa.gov to create the PIN if using MAP. Your PIN protects your personal information and allows you to access your FAFSA at a later date.

☐ Use the IRS Data Retrieval Tool (DRT) via www.fafsa.gov. The DRT saves you time when filling-out your FAFSA. It imports your tax information from the IRS directly to your FAFSA. If you choose not to use the DRT, or are unable to do so, you will be required to input your tax information manually into your FAFSA. We will receive the results of your FAFSA two-three days after it is completed.

☐ Monitor your email and MAP for notifications. Our Financial Aid team will notify you if additional documentation is required to process your FSA. You may also check the “Required Documents Details” tab in MAP for updates.

☐ Sign your Master Promissory Note (MPN) and complete Entrance Counseling if you are applying for Federal student loans. You can access the MPN and Entrance Counseling at www.studentloans.gov; click on “Sign In,” select “Subsidized/Unsubsidized Loans” and follow the prompts. Your loans cannot be processed until these steps are completed.

☐ Select your Refund Preference in MAP. FSA funds are first applied to your tuition; excess funds may be held on your APUS account or can be refunded to you. Make the appropriate selection under the “Authorizations” tab in MAP.

☐ Activate your Refund Access Card. Higher One processes the refunds to our students. You will receive a Refund Access Card from Higher One in the mail about one week after you select your refund preference in MAP. To then activate the card, visit www.APUSChoiceCard.com where you can link the card to an existing bank account or open a Higher One account.