

## 2019-20 Financial Aid Checklist

- Apply for Admission to Viterbo and receive Acceptance Letter**
- Access Email and VitNet Accounts**
  - Grant access through Parent Portal to parents/spouse/other person on VitNet
    - Visit [www.viterbo.edu/ParentPortal](http://www.viterbo.edu/ParentPortal) for step-by-step instructions
- Create an FSA ID**
  - The Federal Student Aid (FSA) ID is used as your electronic signature for Federal applications.
  - Student, and parent if parent information reported on the FAFSA, must create FSA ID(s) using separate email address(es)
  - <https://fsaid.ed.gov/npas/index.htm>
- Submit the 2019-20 Free Application for Federal Student Aid (FAFSA)**
  - Form available at [www.fafsa.gov](http://www.fafsa.gov) on October 1, 2018
  - Submit electronically on or before VU priority date of February 1, 2019
- Submit any additional information specifically requested by the Viterbo Financial Aid Office**
  - Requests sent via Postal Mail (*Starting November 2018*)
- View your Award Letter via VitNet**
  - Notification and instructions will be sent to your Viterbo email account (*Starting March 2019*)
- Review Financial Aid Award Letter Information and complete Cost Estimate Worksheet**
  - Information/Worksheet available in March 2019 at [www.viterbo.edu/financialaid](http://www.viterbo.edu/financialaid)
- Accept or Decline Financial Aid Awards via VitNet**
  - Instructions included in notification email
- Complete Sub/Unsub Master Promissory Note** (*first-time student borrowers only*)
  - MPN available at <https://studentloans.gov/>
  - Sign MPN using your FSA ID
- Complete Entrance Counseling** (*new Viterbo students only*)
  - Available at <https://studentloans.gov/>
  - Sign using your FSA ID
- Complete PLUS Loan Request Form** (*parents*)
  - Form available in March 2019 at [www.viterbo.edu/financialaid](http://www.viterbo.edu/financialaid)
  - Submit to Viterbo Financial Aid Office
- Complete PLUS Master Promissory Note** (*first-time parent borrowers only*)
  - MPN available at <https://studentloans.gov/>
  - Sign using your FSA ID