

2023-24 Financial Aid Checklist

- ð **Apply for Admission to Viterbo and receive Acceptance Letter**
- ð **Access Email and Self-Service Accounts**
 - Grant access through Parent Proxy to parents/spouse/other person on Self-Service
 - § Visit www.viterbo.edu/financial-aid/parent-proxy-instructions for step-by-step instructions
- ð **Create an FSA ID**
 - The Federal Student Aid (FSA) ID is your electronic signature for Federal applications.
 - Student, and a parent if parent information is reported on the FAFSA, must create the FSA ID(s) using separate email address(es)
 - Create [online](#)
- ð **Submit the 2023-24 Free Application for Federal Student Aid (FAFSA)**
 - Form available at studentaid.gov/h/apply-for-aid/fafsa on October 1, 2022
 - Submit electronically on or before VU priority date of February 1, 2023
- ð **Submit any additional information specifically requested by the Viterbo Financial Aid Office**
 - Requests sent via postal mail (*starting November 2022*)
- ð **View your Financial Aid Offer via VitNet**
 - Notification and instructions will be sent to your Viterbo email account (*starting March 2023*)
- ð **Review Financial Aid Guide and complete Cost Estimate Worksheet**
 - Guide/Worksheet available in March 2023 at www.viterbo.edu/financialaid under the appropriate category and 2023-24 Financial Aid Offer button
- ð **Accept or Decline Financial Aid Awards via VitNet Self Service**
 - Instructions included in Financial Aid Guide
- ð **Complete Annual Student Loan Acknowledgement (ASIA) (*all borrowers*)**
 - ASIA available at www.studentaid.gov
 - Sign using your FSA ID
- ð **Complete Entrance Counseling (*new Viterbo students only*)**
 - Available at www.studentaid.gov
 - Sign using your FSA ID
- ð **Complete Sub/Unsub Master Promissory Note (*first-time student borrowers only*)**
 - MPN available at www.studentaid.gov
 - Sign MPN using your FSA ID
- ð **Complete PLUS Loan Request Form (*parents*)**
 - Form available in April 2023 at www.viterbo.edu/financial-aid/common-forms
 - Submit to Viterbo Financial Aid Office
- ð **Complete PLUS Master Promissory Note (*first-time parent borrowers only*)**
 - MPN available at www.studentaid.gov
 - Sign using your FSA ID