VITERBO UNIVERSITY

2023-24 Financial Aid Checklist for New Students

☐ **Apply for Admission to Viterbo and receive Acceptance Letter**

☐ **Access Email and Self-Service Accounts**
- o Grant access through Parent Proxy to parents/spouse/other person in VitNet Self-Service. Visit www.viterbo.edu/financial-aid/proxy-instructions for step-by-step instructions.

☐ **Create an FSA ID**
- o The Federal Student Aid (FSA) ID is your electronic signature for federal applications.
- o Student and a parent (if parent information is reported on the FAFSA) must create FSA ID(s) online using separate email addresses.

☐ **Submit the 2023-24 Free Application for Federal Student Aid (FAFSA)**
- o Form available at studentaid.gov starting October 1, 2022
- o Submit electronically on or before VU priority date of February 1, 2023

☐ **Submit any additional information requested by the Viterbo Financial Aid Office**
- o Requested documents can be found via your VitNet Self Service.

☐ **View your Financial Aid Offer via VitNet Self Service**
- o Notification and instructions will be sent to your Viterbo email account (starting March 2023)

☐ **Review Financial Aid Guide and complete Cost Estimate Worksheet**
- o Guide and Worksheet (available starting in March 2023) at www.viterbo.edu/financial-aid under the appropriate category and 2023-24 Financial Aid Offer button

☐ **Accept or Decline Offered Financial Aid via your VitNet Self Service**
- o Instructions included in Financial Aid Guide

☐ **If accepting federal student loans, the student should go to studentaid.gov to:**

- o **Complete Entrance Counseling** *(new Viterbo students only).* Sign in using your FSA ID.
- o **Complete Subsidized/Unsubsidized Loan Master Promissory Note (MPN)** *(first time borrowers only).* Sign the MPN using your FSA ID.

☐ **If accepting a Parent PLUS loan, the parent should go to studentaid.gov to:**
- o **Complete the PLUS Loan Application.** Sign in using the parent FSA ID.
- o **Complete Parent PLUS Loan Master Promissory Note** *(first-time parent borrowers only).* Sign the MPN using the parent FSA ID.