2024-25 Financial Aid Checklist

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

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

o **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

o **Submit the 2024-25 Free Application for Federal Student Aid (FAFSA)**
   - Form available at studentaid.gov/h/apply-for-aid/fafsa on January 1, 2024
   - Submit electronically on or before VU priority date of February 1, 2024

o **Submit any additional information specifically requested by the Viterbo Financial Aid Office**
   - Requests sent via postal mail (starting February 2024)

o **View your Financial Aid Offer via VitNet**
   - Notification and instructions will be sent to your Viterbo email account (starting March 2024)

o **Review Financial Aid Guide and complete Cost Estimate Worksheet**
   - Guide/Worksheet available in March 2024 at http://www.viterbo.edu/financialaid under the appropriate category and 2024-25 Financial Aid Offer button

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

o **Complete Entrance Counseling (new Viterbo students only)**
   - Available at http://www.studentaid.gov
   - Sign using your FSA ID

o **Complete Sub/Unsub Master Promissory Note (first-time student borrowers only)**
   - MPN available at www.studentaid.gov
   - Sign MPN using your FSA ID

o **Complete PLUS Loan Request Form (parents)**
   - Form available in April 2024 at www.studentaid.gov
   - Parent login using parent FSA ID

o **Complete PLUS Master Promissory Note (first-time parent borrowers only)**
   - MPN available at www.studentaid.gov
   - Sign using your FSA ID