



Student Financial Services Financial Aid Checklist Full-Time Traditional Undergraduates

*Please complete the items listed below to stay on track financially.
Contact the Office of Student Financial Services at finaid@queens.edu with questions.*

1. If you have not already done so, complete the **Free Application for Federal Student Aid (FAFSA)**, www.fafsa.ed.gov. Our school code is **002957**.
2. If you have been selected for **Verification**, submit your Verification Worksheet and supporting documents as soon as possible.*
3. If you are a resident of North Carolina complete the **North Carolina Residency Determination** process at www.NCresidency.org in order to establish your resident-status eligibility for North Carolina aid.
4. Newly deposited students should log on to **myfinancialaid.queens.edu** to accept and/or decline their financial aid awards.
5. In order to take advantage of Federal Direct Loans, first time borrowers must complete **Entrance Counseling** and a **Master Promissory Note (MPN)** online at www.studentloans.gov.
6. Notify Student Financial Services of any **outside scholarships** you are receiving from institutions other than Queens.
7. Parents of dependent students can also complete the **Direct Parent PLUS Loan** application process at www.studentloans.gov. Complete the Direct Parent PLUS Loan application and the Direct Plus Master Promissory Note (MPN) to finish this process. Do not apply before April 15, 2019 or the decision will expire as it is credit based.
8. If you wish to decrease the amount of loan you are eligible for, or if you change your mind about your acceptance/denial on myfinancialaid.queens.edu, please submit the appropriate **Loan Change Request Form**.*
9. Complete your **Financial Services Access Code Form**. All students must complete this form if they wish to discuss financial aid or account information via telephone or email. Parents or other third parties of dependent students who inquire about financial aid or student account information will be asked to provide this code. *

***All referenced forms and worksheets can be accessed by visiting
<http://www.queens.edu/admissions-aid/tuition-scholarship-aid>**