**How to Complete Financial Aid Process**

Step 1: Apply for a FAFSA ID. The FSA ID is a username and password that serve as an identifier to allow access to personal information in the Department of Education systems.

Step 2: Complete the FAFSA Application for school year at [www.fasfa.ed.gov](http://www.fasfa.ed.gov). You need the FSA ID to electronically sign FAFSA application. Once application is processed, you will receive a Student Aid Report (SAR). Please review it for any needed corrections. If you do not receive SAR in 2-3 weeks, call the Department of Education.

Step 3: SUBR will receive your FAFSA information. You must be accepted into a degree-seeking program in order for the University to receive your information.

Step 4: IF you are selected for “verification”, SUBR will request additional information to verify FAFSA application. You will not be awarded financial aid until all requested documents have been submitted. The verification process could take 1-2 weeks after you have submitted requested documents to SUBR.

Step 5: IF you are not selected for verification or after verification is complete, you will receive an award email to the address listed on the FASFA application. The email will give you instructions on how to accept your award in Self-Service Banner.

For any questions, please contact the Office of Financial Aid at 225-771-2790 or 225-771-3011