



Enrollment Services
125 Michigan Avenue NE
Washington DC 20017
202.884.9530 fax: 202.884.9524

2008-2009 Financial Aid Checklist

This checklist has been developed to help you understand the financial aid process and as a tool to manage your personal records. Please note when you submit each item, and keep a copy of each document you submit for yourself. Keep this checklist with your other financial aid records for this year. **Eligible students who meet the priority deadline and submit all other requested materials by stated deadlines can be assured that aid will be processed by the beginning of the semester.**

Step 1 _____ **Complete the 2008-2009 Free Application for Federal Student Aid (FAFSA).** Trinity's school code is **001460**. You may complete an application on the web at this address: www.fafsa.ed.gov You (and your parents) will want to sign electronically with your Department of Education PIN. You can get your PIN at www.pin.ed.gov FAFSA on the web can take up to 2 weeks to be processed.

Priority Deadline: March 1, 2008 for new students, April 1, 2008 for returning students

Date I Submitted My FAFSA: _____

Step 2 _____ **Make any necessary corrections on your SAR and return them electronically or by mail to the federal processor.** You will either receive your 2008-2009 Student Aid Report (SAR) by mail or email instructions on how to access it online within four weeks of submitting your FAFSA. Review the SAR for accuracy, and confirm that Trinity is listed in the school section.

Step 3 _____ **Submit any additional documents requested.** You will receive either a letter from Trinity letting you know your application is complete or a letter requesting additional information. The most common request is for a signed copy of your or your parents' 2006 federal tax return and a Verification Worksheet. You should submit these documents directly to the Office of Enrollment Services as soon as possible. ***Your application will be on hold until it is complete.*** **Priority Deadline: May 1, 2008**

Date I Mailed Additional Material: _____

Step 4 _____ **Sign and return your Award Letter.** Within three weeks of your file being complete, your application will be reviewed and you will be sent an Award Letter. **You must sign and return your Award Letter before any awards will be disbursed.**

Date I Submitted My Award Letter: _____

Step 5 _____ **First-time borrowers complete MPN and Entrance Counseling.** First-time Stafford loan borrowers must complete a Master Promissory Note (MPN) and Entrance Counseling. You can complete your MPN and Entrance Counseling online by following the links under the Financial Aid section of our website www.trinitydc.edu Complete both carefully and sign them with your Department of Education PIN. If you would rather complete a paper MPN please notify our office. **You must complete your MPN and Entrance Counseling before any Stafford loans will be disbursed.** *If you already signed a Master Promissory Note and Entrance Counseling for loans at Trinity University, you will not have to complete them again this year.*

Date I Completed My MPN and Entrance Counseling: _____