



Office of Student Financial Aid &
Scholarships 212 Student Services Center
Natchitoches, LA 71497

(318) 357-5961 or 800-823-3008
(318) 357-5488 (Fax)
nsuфинаid@nsula.edu (Email)

Checklist for Graduate Students

If you are transferring for the Spring Semester:

November

- Transfer students will need to add NSU's school code (002021) to your FAFSA by calling the Federal Processor at (800) 433-3243 or you can add it on-line at studentaid.gov.
- Complete a Title IV Authorization Form. This form can be found on your VIC account.
- Transfer students will need to request an official copy of all of your academic transcripts to be sent to the Graduate School.
- If requesting a loan, complete your online Entrance Counseling and Master Promissory Note at studentaid.gov.
- KEEP COPIES OF ALL FORMS YOU SUBMIT!

December

- Check with the Financial Aid Office to make sure all paperwork has been received.
- If you are transferring to NSU, make sure your aid at the school you are currently attending has been cancelled for the Spring semester.

If you are transferring for the Fall Semester:

January

- Complete and submit the Free Application for Federal Student Aid. You can complete this online at studentaid.gov. Submit this application as soon after January 1st if possible.
- KEEP COPIES OF ALL FORMS YOU SUBMIT!

February

- Submit your Free Application for Federal Student Aid (FAFSA) if you have not already done so.
- Complete the Title IV Authorization Form from your VIC account.

March

- Check with the Financial Aid Office to see if any additional paperwork is needed.
- Look for your FAFSA Submission Summary by email. Your FSS will give you information on your financial aid eligibility. It will also tell you if you have been selected for verification. **READ IT CAREFULLY!**
- If you have not received your FAFSA Submission Summary 4 weeks after sending in your FAFSA, contact the Federal Student Aid Information Center at 1-800-433-3243 or studentaid.gov.

April and May

- If you are transferring to NSU, request a copy of all of your academic transcripts to be sent to the Graduate School.

June, July and August

- Look for an award email notice. This notice will instruct you how to log onto your VIC account and verify all aid that is being offered. If you have any questions regarding what is being offered, contact the Financial Aid Office.
- If you have not received an award letter, check with the Financial Aid Office to see if your aid is being processed and if there is additional paperwork needed.
- If requesting a loan, complete your online Entrance Counseling and Master Promissory Note at studentaid.gov.
- You can begin expecting a pre-bill for the semester. This will show the current charges and aid awarded. If you have questions regarding charges on the pre-bill, please contact the Student Accounting Office.