



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

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## Pre-College Calendar and Checklist for Incoming Freshman

### October

- Submit an application for admissions. Your admissions application will be used for scholarship consideration.

### December

- Watch for your scholarship award letter. These still come by mail. Be sure to sign, make a copy and return to our office.

### January

- Complete and submit the Free Application for Federal Student Aid (FAFSA). You can submit the application online at [studentaid.gov](http://studentaid.gov). Submit this as soon after January 1<sup>st</sup> if possible.
- KEEP COPIES OF ALL FORMS YOU SUBMIT!
- PARENTS: It is helpful to get your income tax returns prepared early. Copies of the IRS Tax Transcript along with W-2's may be requested to verify financial aid eligibility.

### February

- 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!
- Complete the Title IV Authorization Form. This can be found on your VIC account
- You must also complete the Terms and Conditions.

### March

- Log in to your VIC account to see if the Financial Aid Office needs any additional paperwork from you and/or your parents.
- 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](http://studentaid.gov).

### April

- Watch your email for important notices from the NSU Financial Aid and Scholarship Office.

### June, July and August

- Look for an award notification in your student email. This notification will instruct you how to log in to your VIC account so that you can verify your expected aid. If you have any questions, call the Office of Student Financial Aid.
- Direct student loans will be offered to all students who are eligible. If you do not want to receive any loans, you must decline each loan individually online through your VIC account. If you wish to receive Direct student loans, you must go online to your VIC account to accept the loan(s) you wish to receive. You must also complete your online Entrance Counseling and Master Promissory Note. You can complete these at [studentaid.gov](http://studentaid.gov).
- If you have not received an award notice, check with the Financial Aid office to see if your aid is getting processed and if there is any additional paperwork needed.
- Expect a pre-bill for the semester. This will show the current charges and aid awarded. If you have questions regarding charges listed on the pre-bill, please contact the Student Accounting Office.