



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

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

Checklist for Transfer Students

If you are transferring for the Spring Semester: November

- 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
- Complete a Master Promissory Note and Entrance Counseling using NSU's school code. You may do so at studentaid.gov.
- Request an official copy of your academic transcript to be sent to the NSU Admissions Office.

December

- Log into your VIC account to see what financial aid paper work is needed and what the submission deadlines are.
- Make sure your aid at the school you are currently attending has been cancelled for the Spring semester.
- KEEP COPIES OF ALL FORMS YOU SUBMIT!
- Continue to watch your student account and email inbox for important notices from the NSU Financial Aid Office.

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!
- PARENTS: It is helpful to get your income tax returns prepared early – copies of the IRS Tax Transcript 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 from your VIC account
- You must also complete the Terms and Conditions on your VIC account.

March

- Log into 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 www.fafsa.gov.

April

- Log into your VIC account to see what financial aid paperwork is needed and what the submission deadlines are.
- Request an official copy of your academic transcript to be sent to the NSU Admissions Office.

June

- 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.

July and August

- Keep checking your email and student account to see if your aid is being processed, and if there is any additional paperwork needed. You can also 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.