

[www.finaid.wvu.edu](http://www.finaid.wvu.edu)  
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Financial Aid  
516 High Street Bellingham, WA 98225-9006

### Financial Aid Checklist

Are you ready to start your undergraduate education at Western? Are you a returning student seeking financial aid assistance for the first time? Use the checklist below to help you navigate through the many steps and important dates to ensure your financial aid notification letter is delivered to you on time!

**Obtain your FSA ID**

Obtain your FSA ID (Federal Student Aid Identification) at <https://fsaid.ed.gov/npas/index.htm>.

**File the FAFSA**

For the 2017-2018 academic year, file the 2017-2018 FAFSA at <https://fafsa.ed.gov> on or after October 1, 2016. Submit your FAFSA by January 31, 2017, to meet Western's priority filing deadline.

For the 2018-2019 academic year, file the 2018-2019 FAFSA at <https://fafsa.ed.gov> on or after October 1, 2017. Submit your FAFSA by January 31, 2018, to meet Western's priority filing deadline.

Before submitting the FAFSA be sure you included the WWU federal school code on the FAFSA: 003802. View our [FAFSA Tips](#) page on our website other helpful information.

**Review Your Student Aid Report (SAR)**

View your SAR (Student Aid Report) at <https://fafsa.ed.gov> and respond to any messages that may appear regarding your application.

**If Your FAFSA is Selected For Verification**

You will be provided with instructions and documents to complete and return to Western. Provide your documents promptly as FAFSA verification must be completed before financial aid can be awarded.

**Check Your Application Status online**

View your current aid application status at Western's Web4U online access by logging in at [Web4U](#).

**Begin Your Scholarship Search Early**

- Start your scholarship search at <http://www.finaid.wvu.edu/scholarships>
- Create your profile on the Washington Student Achievement Counsel's website: [www.thewashboard.org](http://www.thewashboard.org)
- Be aware of early scholarship application deadlines.
- Incoming WWU students are automatically considered for most WWU scholarships by submitting their application for admission.

**Try to arrive on campus with some employment history**

- Like the real world, campus employers look for students with applicable work experience regardless of whether the student position is a Work Study position or is a regular hourly position

- In addition to building a work history for after graduation, earnings from part time student employment can help bridge the gap between financial aid and your cost of attendance
- Earnings from work can reduce reliance on student loans and reduce your total loan debt upon graduation

**Complete an Electronic Promissory Note Online** (first time student and parent loan borrowers only)

If you have not borrowed through the Federal Direct Student Loan Program before, complete an electronic *master promissory note* at <https://studentloans.gov/myDirectLoan/index.action>. You can take this step now even if you have not yet received a financial aid award notice indicating you are eligible for a federal student loan. Parents using the Parent Loan for Undergraduate Students (PLUS) must also complete a *master promissory note*.

**Complete Loan Entrance Counseling Online** (first time student loan borrowers only)

Students who are considering taking out their first federal direct student loan *must* complete an Entrance Loan Counseling session. A quick and easy interactive loan counseling tool is available from the federal student aid website at <https://studentloans.gov/myDirectLoan/index.action>. You can take this step now even if you have not yet received a financial aid award notice indicating that you are eligible for a federal student loan. Parents borrowing through the PLUS program are not required to receive entrance loan counseling. Be sure to include Western Washington University when prompted to include a school this is to receive notification that you completed the counseling session.

**Complete PLUS loan application** (parent borrowers only)

Parent borrowers must complete a PLUS loan application each year for each student. Complete a PLUS application at <https://studentloans.gov/myDirectLoan/index.action>. Also see our web page about [PLUS Loan Borrowing](#) for more information.

**Manage Your Western Student Account**

- Check your billing statement at Western to ensure that your financial aid is properly credited, or to make a payment on your student account. More details are available on the web at [www.wvu.edu/sbo](http://www.wvu.edu/sbo)
- Your financial aid should disburse onto your Western student account if you are registered for full-time credits and all financial aid requirements are satisfied
- Students are responsible for paying their student account by the posted deadlines regardless of whether they are expecting financial aid
- Details about managing your student account are available at: [www.wvu.edu/sbo](http://www.wvu.edu/sbo)

**Keep Your Contact Information Current**

Make sure you receive important messages from Western by notifying us of address changes promptly at [https://admin.wvu.edu/pls/wwis/twbkwbis.P\\_WWWLogin](https://admin.wvu.edu/pls/wwis/twbkwbis.P_WWWLogin).

**Monitor Your Western Student Email Account**

Your student email account is the official means of communications from the Financial Aid Department. Official Financial Aid Department communications to your student email account include important announcements and information about requirements you may have outstanding.