



Exchange Checklist

James Madison University
Office of Financial Aid & Scholarships
MSC 3519
Harrisonburg, VA 22807

- Contact Judy Richardson in the Registrar's office on the 5th floor of Warren Hall. Complete "Permission to Transfer Credit Form".
- Fill out the coming academic year's FAFSA.
- Print off and complete the "Financial Aid Budget Sheet" and drop off the form on the 5th floor of Warren Hall.
- Review financial aid award package to determine if additional funds are needed. If so, contact Shari Arehart in the Office of Financial Aid & Scholarships at areharsa@jmu.edu.
- Set up Duke Dog Direct Deposit for you and your parents if you have not already done so. This can be done through your eCampus.
- If you have a private loan, please contact University Business Office at 568-6505 to make arrangements for receiving your funds. You may need to establish a power of attorney before you leave in order to receive your money.
- Download the Enrollment Verification Form. Completed form must be faxed to us after the first day of classes.

Your financial aid will not disburse until all the items on this checklist have been completed. Your funds should be available 4-6 weeks after we receive the Enrollment Verification Form.