



**James Madison University
Office of Financial Aid & Scholarships
Freshman Financial Aid Checklist**

Please use this checklist as a method to ensure all of the appropriate financial aid paperwork has been submitted

- Submitted Free Application for Federal Student Aid (FAFSA)
 - The application to begin the financial aid process
 - JMU has a priority filing date of **March 1st**

- Received Student Aid Report (SAR)
 - A summary of your FAFSA results that is sent to you by the U.S. Department of Education

- Submitted Verification Documents
 - The Financial Aid Office (FAO) will notify you through mail if there is anything that needs to be completed for this step

- Received Award Notice
 - The FAO will send you an electronic notice that outlines your financial aid eligibility (including loans) and instructions for accepting your aid in the mail
 - Your award will also be posted on your e-campus account @ <https://ecampus.jmu.edu>

- Accept Direct Loan(s) on e-campus
 - Only do this after receiving the non-preliminary award notice
 - Do this for an Subsidized and Unsubsidized loan money you wish to receive
 - Click on Accept/Decline Financial Aid link in ecampus and then accept the award
 - Accept loan(s) no later than July 15th to allow adequate processing time

- Submitted Master Promissory Note (MPN) if Accepting a Direct Loan(s)
 - Only do this after receiving the non-preliminary award notice
 - You will be directed to complete this document as part of the application process after you click on Accept/Decline Financial Aid link in ecampus
 - Submit no later than July 15th to allow adequate processing time

- Completed Entrance Loan Counseling if Accepting a Direct Loan(s)
 - Only do this after receiving the non-preliminary award notice
 - You will be directed to complete this document as part of the acceptance process after you click on Accept/Decline Financial Aid link in ecampus, as well as receive an e-mail notification to do this after completing your MPN
 - Complete no later than July 15th to allow adequate processing time

- Submitted Parent PLUS Direct Loan Application if Accepting a Parent PLUS Direct Loan
 - Only do this after receiving the non-preliminary award notice
 - The application is located @ <http://www.jmu.edu/finaid/forms.shtml>
 - Submit no later than July 15th to allow adequate processing time

- Submitted Master Promissory Note (MPN) if Accepting a Parent PLUS Direct Loan
 - Only do this after receiving the non-preliminary award notice
 - This can be completed @ <http://www.jmu.edu/finaid/forms.shtml>
 - Submit no later than July 15th to allow adequate processing time

- Submitted Perkins Application if Accepting a Perkins Loan
 - Only do this after receiving the non-preliminary award notice
 - This can be found @ <http://www.jmu.edu/finaid/forms.shtml>
 - You will receive an e-mail from the University Business Office (UBO) to complete a promissory note
 - Submit no later than July 15th to allow adequate processing time, but as soon as possible due to limited fund availability
 - Funding is limited in this program, so a Perkins offer does not guarantee receipt of the award

- Applied for Student Employment Opportunities (including the Federal Work Study Program)
 - Only do this after receiving the non-preliminary award notice
 - Check out employment opportunities @ <http://www.jmu.edu/stuemploy>
 - Applications are available on the web site
 - Be prepared, if hired, to show your original Social Security Card to your employer

- Submitted Supplemental Information Sheet
 - If you are receiving a private scholarship or other sources of non-JMU funding you will need to complete this form @ <http://www.jmu.edu/finaid/forms.shtml>

NOTES:

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