



2016-2017 Transfer Financial Aid Checklist

Getting Started

- ☐ If you have not previously filed for federal financial aid, you can obtain a Federal Student Aid ID (FSA ID) from the U.S. Department of Education at fsaid.ed.gov. If you are a dependent student, one parent will also need an FSA ID.
 - ☐ File the Free Application for Federal Student Aid (FAFSA) at fafsa.gov as soon as possible on or after January 1, 2016. If your tax forms are not yet completed use estimated figures. The FAFSA priority deadline for new fall admission is March 1, 2016. The priority deadline for spring admission is November 1, 2016. If you have already filed and did not include Adelphi on your school code list you should correct your FAFSA to add us. Adelphi's federal school code is 002666. [See guidelines for 2017-2018 Aid applications.](#)
 - ☐ New York State residents should complete the New York State Tuition Assistance Program (TAP) application at hesc.ny.gov. There will be a link on your FAFSA submit confirmation page to the TAP application page. Our TAP school code is 0010.
 - ☐ Review your Student Aid Report (SAR) for any inaccurate items. Make corrections if necessary. If estimated tax figures were used amend your FAFSA to reflect actual amounts.
 - ☐ Promptly complete and submit all requested additional information and documentation.
 - ☐ Ensure that all of your academic transcripts from prior schools have been submitted to the Office of University Admissions. This will ensure that your financial aid is based upon your correct academic standing.
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Understanding Your Financial Assistance Plan

After you have been admitted and have submitted your FAFSA and required documents, you will receive a Financial Assistance Plan Summary. Review this financial aid award letter and all accompanying materials. This plan outlines your eligibility for the different types of financial aid: scholarships and grants (free money), student loans (which must be repaid) and work study. Be sure to review your enrollment and housing status on this letter and contact us if your plans have changed so we can update our records and recalculate your eligibility if necessary.

It is important to know that if your living arrangements change from what you indicated as your housing status on your federal application—from on campus to commuting from home or vice versa—your aid package will change.

Some types of financial aid require the completion of additional documents:

- **Federal Direct Student Loan** borrowers must complete entrance counseling and a master promissory note (MPN) at studentloans.gov.
 - **Federal Perkins Loan and Nursing Student** Loan recipients must complete a master promissory note (MPN) at ecsi.net/prom5r. You will receive an email in August to let you know when the MPN is available to sign.
 - Review your **TAP** award at hesc.ny.gov to make sure it has our TAP school code: 0010.
- ☐ If you filed your FAFSA with estimated tax figures, and have now completed your taxes, correct your FAFSA with completed tax information. If eligible, you should utilize the [IRS Data Retrieval Tool](#) (DRT) available on the FAFSA website.
 - ☐ Explore the various payment options that are available, such as payment plans (financial-aid.adelphi.edu/plans) and loans (financial-aid.adelphi.edu/loans).
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After You Register

You will receive a bill after you register.

Log on to ecampus.adelphi.edu to review your bill. The bill will take into account any anticipated financial aid that you are expecting. If you are residing on campus, review the health insurance requirements at health.adelphi.edu/insurance. Pay special attention to any alert messages in eCampus.

- ☐ If there is an outstanding balance, explore your options such as Adelphi payment plans, Parent PLUS loans and/or alternative loans.
 - ☐ Federal Work Study recipients who wish to work should attend the job fair that is held at the start of the fall semester. Information will be available concerning the opportunities to work on campus or through the America Read/America Counts programs. Because Federal Work Study students get paid for hours worked, this award does not get deducted from the bill. For information on job opportunities, visit adelphi.edu/career.
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Questions? Please browse financial-aid.adelphi.edu for more information or to contact us. We are here to assist you.

The above information is for reference only and is correct as of July 1, 2016. It may be subject to change.