



# OKLAHOMA PANHANDLE STATE UNIVERSITY

## OFFICE OF FINANCIAL AID

P.O. Box 430 • Goodwell, OK 73939 • 580.349.1580

## Financial Aid Application Checklist

### Step 1 – Review Options for Paying for College

- Start early.** The process of applying for and receiving financial aid can take several weeks, even longer depending on your circumstances. Apply early and respond promptly to requests for information.
- Review all of your options for paying for college,** including grants, loans, scholarships, work-study, personal savings, payment plans. Need-based aid details: <https://www.opsu.edu/Offices/Financial-Aid/Need-Based/>; Non-need based: <https://www.opsu.edu/Offices/Financial-Aid/Non-Need-Based/>
- Estimate your cost to attend college.** Your Cost of Attendance (COA) is an estimate of the total amount it will cost to attend OPSU, including tuition and fees, books, room and board, transportation and travel expenses, and personal or miscellaneous items. To estimate your COA at OPSU, go to <https://www.opsu.edu/Offices/Admissions/Cost/> Tuition and fee rates for the 2022-23 will be finalized in early July 2022.

### Step 2 – Check your Email and Aggie Portal Account Regularly

- Check your email regularly for information from OPSU.** We send most of our correspondence by email to your OPSU issued account. Our emails contain links to the Aggie Portal to view specific information, including your financial aid offers and other messages.
- Check your Aggie Portal account** by visiting <https://apps.okstate.edu/portal/opu/index.php> All financial aid information is stored under 'Self-Service' then select 'Financial Aid' with awards listed under the 'Award Offer' tab.

### Step 3 – Apply for Federal Financial Aid

- Obtain a Federal Student FSA ID** which consists of a username and password combination which allows you to sign your FAFSA electronically. The FSA ID is also used to sign loan contracts and to access loan and grant information online. If you are dependent, your parent will also need an FSA ID.
- Complete the Free Application for Federal Student Aid (FAFSA)** online at StudentAid.gov. You should complete your application as soon after the October 1 annual deadline as possible. If possible, use the IRA data retrieval tool to retrieve your tax information. *OPSU's school code is 003174.*

### Step 4 – Review your Student Aid Report (SAR)

- Review your Student Aid Report (SAR),** which is sent to you via e-mail after you file the FAFSA, for you to review for accuracy. You should receive the SAR within 5-7 days of filing your FAFSA. Unless you have been selected for verification, correct inaccurate items online at StudentAid.gov. If you have been selected for verification, check your Aggie Portal account for financial aid for the documents will need to supply to complete the verification process.

### Step 5 – Submit Requested Documents to OPSU

- Submit requested documents.** Once enrollment opens the Office of Financial Aid will begin sending email notifications requesting additional information to students who have submitted their FAFSA. Respond promptly.
- If you are selected for verification,** respond to requests for information as quickly as possible. These documents can be uploaded to the Office of Financial Aid via your Aggie Portal.
- If you received an academic scholarship,** please complete a FAFSA, return your signed contract, and enroll in courses full-time. If you have received notification you were awarded Oklahoma's Promise, notify our office.



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### Step 6 – Accept or Decline your Financial Aid Offers

- Accept or decline your federal financial aid offers**, via your Aggie Portal. Federal Grants (Pell, SEOG) are always accepted on your behalf automatically. Direct Federal Loans require your action.
- If your parent wishes to take a Parent Plus loan**, visit StudentAid.gov and navigate to the Parent Plus Loan application.
- Notify OPSU Office of Financial Aid of any outside scholarships**, grants, or other types of student aid you may be receiving or expect to receive. You can submit this on your Aggie Portal, Self-Service, Financial Aid, Award Offer, Outside Resources. Additional aid must be reported and may change your eligibility for several federal aid programs.

### Step 7 – Early Enroll in Classes

- Enroll in classes and make sure your aid package matches your enrollment level.** If you indicate that you are going to be a full-time student but do not enroll in enough classes, we cannot disburse aid. Registering in the right classes for your degree program is important, but it is also important to enroll in the correct number of credit hours.

### Step 8 – Sign your Master Promissory Note and Complete Entrance Counseling, if applicable

- For Direct Loans, sign a master promissory note (MPN) and Entrance Counseling** online if this is the first direct Subsidized/Unsubsidized Loan you have taken. Complete both at StudentAid.gov

### Step 9 – Look for Campus Employment

- Find an on-campus position and apply with the department directly.** There are job listings posted here: <https://www.opsu.edu/Offices/Financial-Aid/Campus-Jobs/>

## Contact Information for OPSU and Other Resources

### OPSU Business Office

(billing, payment plans, tax statements)

580.349.2611

<https://www.opsu.edu/Offices/Business/>

Opsu.bursar@opsu.edu

### OPSU Academic Records

(admissions, transcripts, degree questions)

580-349-1373

<https://www.opsu.edu/Offices/Admissions/>

academicrecords@opsu.edu

### OPSU Student Affairs

(housing, meal plans)

580-349-1359

[https://www.opsu.edu/Offices/Student\\_Affairs/](https://www.opsu.edu/Offices/Student_Affairs/)

panhandlehousing@opsu.edu

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