

UTSA Financial Aid Checklist for Study Abroad

- File your FAFSA on or as close to January 1 every year by going to www.fafsa.gov. This FAFSA will be for the Fall, Spring, and Summer of the following academic year. You may sign your FAFSA electronically using your pin number. If you have forgotten your PIN or do not yet have one, please go to www.pin.ed.gov. If you are a dependent student you will need a pin number for yourself and a pin number for one of your parents. You are considered a dependent unless you can answer yes to one of the questions under "Student's Status" on the FAFSA.
- Review your electronic Student Aid Report for accuracy. You will receive your Student Aid Report through the email address you use for your FAFSA. If necessary, correct any items that may be inaccurate.
- Respond promptly to any school requests for additional information or documents, such as copies of federal tax returns or transcripts. Request for missing documents will be sent to your myUTSA or preferred email account.
- Once received access your personal **ASAP** account online to accept your awards immediately. Contact our office if you have any questions about your award.
- Complete all requirements for any grants, scholarships and/or loans you may have accepted. You can find more information on our website at www.utsa.edu/financialaid/typesofaid or you may contact our helpline at (210) 458-8000.
 - o If the financial aid that has been awarded is not enough to cover the program costs, students may consider applying for a PLUS or an alternative loan. For more information please visit www.utsa.edu/financialaid/Loans/loantypes.
- Complete the online **Study Abroad Application** including the **Budget Form**. Financial Aid will use the Budget Form to calculate the new Cost of Attendance for study abroad.
- If you are new to UTSA you will need to complete the Student Rights and Responsibilities Form and submit it to the Office of Student Financial Aid and Enrollment Services. This form can be found online at www.utsa.edu/financialaid, click on "FORMS" at the top of the page.
- All UTSA students who accept Stafford Loans must complete entrance counseling and sign an electronic Master Promissory Note (eMPN) at www.studentloans.gov. For detailed step by step instructions you may visit www.utsa.edu/financialaid/Loans/staffordloans.
- Verification of Financial Aid is sometimes requested by the host school. Students may obtain the form from their respective study abroad program and bring it to our office for completion.
- Sign up for Direct Deposit through **ASAP**.
- Check for and resolve any university holds **before leaving**.

Office of Student Financial Aid and Enrollment Services (SFAES)
One UTSA Circle, San Antonio, TX 78249
(210) 458-8000 or Toll Free (800) 669-0919

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