



Financial Aid Checklist



- Step 1:** Apply for a PIN online. If you wish to receive any federal grants, loans, or MTC scholarships you are required to complete a FAFSA. Start by applying for your PIN at www.pin.ed.gov. If you are a dependent student one of your parents will need a PIN also.

My PIN: _____

My Parent's PIN: _____

- Step 2:** Complete your Free Application for Federal Student Aid (FAFSA) online. The FAFSA can be completed at www.fafsa.gov using the federal school code for MTC, 010736. The deadline for completing the FAFSA is 30 days before the upcoming quarter's fee payment deadline. You only need to complete one FAFSA per academic year.

I completed my FAFSA on: ____/____/_____

- Step 3:** Request a tax transcript from the IRS by calling (800)908-9946.

Requested Tax transcript on: ____/____/_____

- Step 4:** If you feel that you will require additional financing for your education you may apply for a Direct Student Loan. You must first complete a Loan Request Form on the Financial Aid page of MTC's website. Once you have turned in your Loan Request Form you will need to complete an Entrance Counseling Exam and Master Promissory Note (MPN), both found at www.studentloans.gov, before your loan will be processed. Eligibility information can be found on those documents.

I turned in my Loan Request Form to the financial aid office on ____/____/_____

I completed my Entrance counseling on ____/____/_____

I completed my MPN on ____/____/_____

- Step 5:** Once we receive your FAFSA and/or Loan Request Form, you will receive a letter from the Office of Financial Aid regarding your eligibility. This letter will notify you that you are either eligible, ineligible, or that we require more information from you. If you receive the letter requesting verification of the information on your FAFSA, you will need to return that information to our office within 14 days.

I received a(n):

- Award Letter – Congratulations! This letter shows you the amounts of aid you are eligible for per quarter.
- Ineligible Letter (Pell Grant) – You were determined to be ineligible for a grant, but may still apply for a Direct Student Loan.
- Ineligible Letter (Loan) – You were determined to be ineligible for a loan for the specific reason(s) stated in the letter.
- Verification Letter – You have been selected for verification by the Department of Education. Please return the documents requested within 14 days. Once your verification is complete you will be sent one of the other letters mentioned above.
- Satisfactory Academic Progress (SAP) Letter – Contact a financial aid counselor immediately to see how your aid is affected. Information is also available online.