New Graduate Student Financial Aid Checklist

☐ New student password setup (if not already complete) - (it.mst.edu/future_students/passwords.html)

☐ Missouri S&T email setup (if not already complete) - (it.mst.edu/current_students/emailoptions.html). Missouri S&T email is the official campus communication method so you will want to verify this is complete!

☐ Sign the UM E-Consent form on Joe’SS - e-consent for Campus Finance/Student Records access allows you to access your student account and financial aid information online and gives permission for Cashiers, Financial Assistance and the Registrar’s office to exchange emails with you regarding person specific information.

☐ Review Financial Aid “Required Reading” Document - (sfa.mst.edu)

☐ Review Your “To-Do List” for any missing documents - Any documents still outstanding may prevent future disbursements of your financial aid. Review your “To-do list” to determine if anything has been requested of you. (Self Service> Student Center > To-Do list (right hand side))

☐ Accept your Awards on Joe’SS! - (Self Service> Campus Finances> Accept/Decline Awards> 2013) Mark the awards that you wish to accept and click the Submit box. If you have outside scholarships report them on the bottom of the next page by selecting yes and entering only your outside aid. If you do not have outside scholarships to report, click no. Click the Submit button once you have answered the Outside Aid question and click OK to save.
   - Only want to accept a portion? Email sfa@mst.edu with the specific award and amount and we will adjust your award for you to accept.

☐ Accepting a Ford Direct Unsubsidized loan? - New borrowers must complete both a Master Promissory Note and Entrance Counseling (www.studentloans.gov - login with your SSN, name, date of birth and FAFSA PIN)
   - Unsubsidized Master Promissory Note
   - Entrance Counseling

☐ Accepting a Perkins Loan? - A new Perkins Promissory Note must be completed each year you receive this loan. (Self Service> Campus Finances> Sign Perkins Promissory Note)

☐ Accepting a University Loan? - (see “Descriptions of Financial Assistance” for university loan information) Once your promissory note is ready for you to sign, you will receive an email to your Missouri S&T email with instructions on logging in to ECSI. (www.ecsi.net/prom6c)

☐ Offered Federal Work Study? - To be placed in a Work Study job, you must have been offered Federal Work Study. (Review your Awards Letter) Once you have accepted this award on Joe’SS, you will receive an email from our Work Study Coordinator before school starts with information on signing up for a campus job. You will need to bring your Social Security Card and a Voided Check with you to campus.

☐ Offered Direct Graduate PLUS loan? - (see “Descriptions of Financial Assistance” for more information on PLUS loans.) Students will not be able to accept this loan on Joe’SS (as it requires a separate application), but the may decline it on Joe’SS. The amount offered on the Awards Letter is the maximum the school will certify the loan for. It is not required that the student borrow the maximum. Missouri S&T encourages students to review their bill before determining the amount to borrow. (www.studentloans.gov - login with your SSN, name, date of birth and FAFSA PIN)
   - Graduate PLUS Loan Application/Credit Check
   - Graduate PLUS Master Promissory Note