

FINANCIAL AID INSTRUCTIONS

(AUHS School Code: 032253)

CREATE FEDERAL STUDENT AID (FSA) ID www.fsaaid.ed.gov/npas/index/htm

1. Enter your e-mail address
2. Create password
3. Enter Social Security number
4. Enter your name
5. If you don't have a FSA PIN, question 8 will not appear
6. Create username
7. Confirm you are 18 years of age or older
8. Enter your date of birth
9. Enter your Federal Student Aid Pin if you have one
10. Enter your mailing address

****If you are a dependent (23 or younger), parent(s) must apply for FSA ID**

FAFSA – STUDENT AID REPORT (SAR)

1. Save your FSA ID and Password from Federal Financial Aid.
 - If you are a dependent (23 or younger), parents must apply for FSA ID)
2. Apply for Free Online Federal Student Aid (FAFSA) at www.fafsa.ed.gov.
 - Do not falsify the information on FAFSA. File taxes for the previous year before creating Student Aid Report. (SAR) for this year. Use the IRS data retrieval tool to complete the applications.
3. Sign with a FSA ID on the FAFSA form by you and one of your parents or legal guardian for Dependent Student.
4. Print the SAR PDF version of the current year, 3-5 business days after online filing.
5. Include SAR in your Admission Application Packet to AUHS Admission Office.

ENTRANCE COUNSELING www.studentloans.gov

1. Log on to www.studentloans.gov
2. Log in with your FSA ID and Password
3. Click on "Complete Entrance Counseling" click Start Entrance Counseling
4. Select California as the state of the school
5. Select "American University of Health Sciences" then click "Notify this school"
6. Click "I am completing Entrance Counseling to receive Direct Loans as an Undergraduate Student"
7. Click "Continue"
8. Take the quiz
9. Click Complete Counseling (right side)
10. Click view HTML then Print
11. Submit the proof of completion in your application to AUHS Admissions Office

MASTER PROMISSORY NOTE (MPN) www.studentloans.gov

This is to qualify for **FEDERAL LOANS Subsidized and Unsubsidized Loans**. Same process for **Parent PLUS Loan**.

1. Click on "Complete MPN"
2. Click on "Complete Subsidized/Unsubsidized MPN"
3. Enter ALL of your information
4. Click "Continue"
5. Sign with your First Name and Last Name
6. Click "Continue"
7. Click Submit and Print the MPN

Online Request – If Flagged for Verification on SAR (*It is required when * is next to your EFC score on front page of your SAR*)

Available on IRS website at www.irs.gov choose either **Get Transcript ONLINE** or **Get Transcript by MAIL** or Call **1-800-908-9946**.

TO ORDER IRS TRANSCRIPT BY MAIL

1. Click "**Order Tax Return Transcript**" in the Online Services Sessions
2. Click "**Order a Transcript**"
3. Enter the tax filler's SS#, DOB, street address & zip code
Use the address currently on file with the IRS. This will be the address that was listed on the latest tax return filed. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file.
4. Click "**Continue**"
5. Select "**Return Transcript**"
6. Select **the previous year**
If successfully validated, tax fillers can expect to receive a paper IRS Tax Return Transcript at the address included in their online request within 5-10 days from the time the online request was successfully transmitted to IRS. Transcript CANNOT be sent directly to third party by IRS.

IF YOU HAVE ANY QUESTIONS ON COMPLETING ITEMS ABOVE, PLEASE E-MAIL FINANCIAL AID BEFORE YOUR FINANCIAL AID APPOINTMENT AT info_financialaid@auhs.edu TO AVOID ANY DELAYS.