



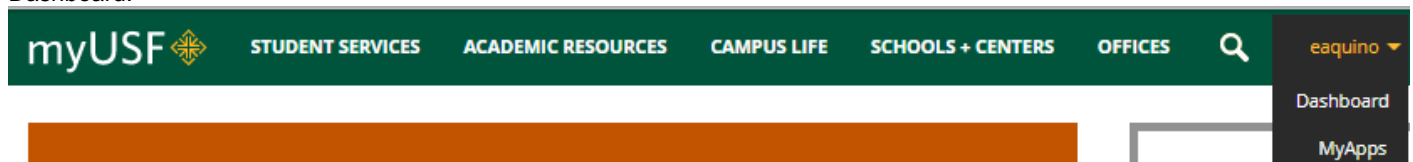
ACCEPTING FINANCIAL AID

2022-23 Academic Year

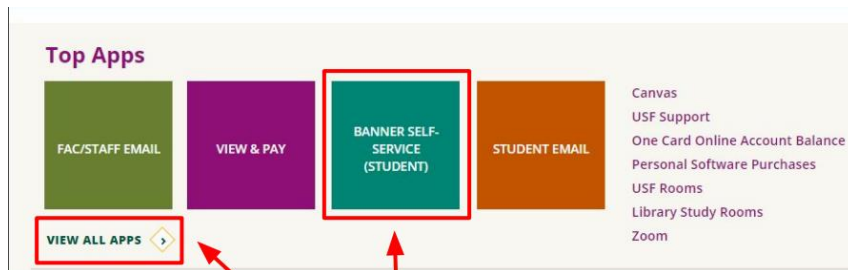
Accepting Aid on myUSF

Before you log on at <https://myusf.usfca.edu/> you will need to use your account information provided by the Law Admissions Office. If you have yet to receive instructions to set up your **myUSF** account and you are recently admitted, contact the Law Admissions Office at lawadmissions@usfca.edu or call 415.422.6586. If you have received your **myUSF** account information but you are having issues logging into your account, contact the USF ITS Help Desk at (415) 422-6668 for assistance.

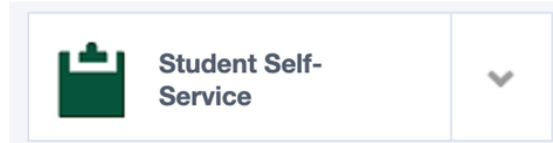
Once you are logged on, on the right hand side you will find your username. Click on your username and you will see the Dashboard.



After clicking on Dashboard, you will see a window with all of your apps and look for **"BANNER Self-Service (Student)"**.



Or if you select "MyApps", select "Student Self-Service".



Click on the **"Financial Aid"** tab at the top of the page. Then click on the **"Financial Aid Information"** link.



Financial Aid

[Financial Aid Information](#)

[Complete Verification/Upload Documents](#)

Complete financial aid verification, upload documents, and subn

[Contact Us- Financialaid@usfca.edu](mailto:Financialaid@usfca.edu)

[Federal Shopping Sheet](#)

RELEASE: 8.8.4.1USF

Click on the **Awards** link to view your financial aid award and select the appropriate award year (Award Year 2022-2023) from the pull-down menu.

Personal Information **Student** **Financial Aid**

Financial Aid Information

- [Awards](#)
- [Financial Aid Status](#)
- [Award History](#)

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Personal Information **Student** **Financial Aid**

Aid Year

Some financial aid information is determined by / refers to the FAFSA that you most recently completed. Select the appropriate year below from the pull down menu

Select Aid Year Not Applicable/No Value Found
 Award Year 2020 - 2021
 Award Year 2019 - 2020
 Award Year 2018 - 2019
 Award Year 2017 - 2018

RELEASE: 8.2

On the **Award Overview** tab, you will see all the necessary information regarding your award package, including the Cost of Attendance used in determining your award, your anticipated housing and enrollment status, which correspond to your answers from the FAFSA application, your actual Financial Aid Award by term, and the status (offered/accepted/declined) of each fund that you have been awarded.

Before you are able to accept the aid offered to you, click on the tab titled **Resources/Additional Information**, you must carefully read and submit your responses to these authorizations every aid year before you are able to accept your award offer. After submitting your answer, the **Accept Award Offer** tab will get activated.

Award Package for Award Year 2020 - 2021 Cassandra R. B
Jul 15, 2020 10:29

General Information **Award Overview** **Resources/Additional Information** **Accept Award Offer**

No outside resource information is available for you at this time. please contact your financial aid office if you have questions.

Unreviewed Information Previously Submitted
Information you have submitted to the financial aid office that has not been reviewed is displayed below.

| Questions | Answers |
|--|---------------------|
| <p>Under federal law, the University must receive your "authorization" to cover fees other than tuition, registration, student service, fitness center and contracted University room and board fees. These other fees are called "authorized allowable charges" and can include, but are not limited to short-term loans, interest, open registration, orientation, lab, and course material fees. To authorize payment of these fees, indicate your approval by making your selection below.</p> <ul style="list-style-type: none">If you do not complete this Authorization Form, the University must assume that you wish to "restrict" use of your financial aid funds. Restricted funds only cover tuition, registration, student service, and contracted University room and board fees.If you "restrict" use of your financial aid funds, you assume responsibility for paying any account balance not covered by restricted financial aid by the specified due date. Fees not paid by the due date are subject to late fees. <p>You will be asked for your consent annually. If you wish to make to your selection the Office of Student Financial Assistance, please provide written notice of the change. This is a voluntary authorization. You may withdraw this authorization by visiting the USF Office of Student Financial Assistance, Lone Mountain, 2130 Fulton Street, San Francisco, CA 94117-1080.</p> <p>Under federal law, the University must receive your "authorization" to apply Federal financial assistance to a prior year I balance to cover charges such as tuition, registration, student service, and contracted University room and board fees. To authorize payment of these charges for a prior balance up to \$200, indicate your approval by making</p> | <p>I authorize.</p> |

Please note that this is only an example, your **"Resources/Additional Information"** page may look differently.

Go to the next tab titled **Terms and Conditions**, review that page and then you should be able to view the tab titled **Accept Award Offer**.

Award Package for Award Year 2019 - 2020

[Print](#)

Click on each fund name for a description. Review the status of each fund. Most of the financial aid offered to you will remain in an “offered” status until you accept or decline. After census date, which is the last day to drop each semester, the Financial Aid office may cancel any financial aid that is still in an offered status.

You can accept or decline all or part of an offered award under the **Accept Award Offer** tab. After accepting your award, you may view your outstanding requirements at the Financial Aid tab page.

Your options include:

- 1) Accepting the **full** amount of **all** your awards
- 2) Choosing to fully or partially accept and/or decline individual awards
- 3) Choosing to accept partial amounts of an award by selecting accept, then entering the amount you would like in the *accept partial* field. Please be advised that the amount that you accept is for the **Fall 2022/Spring 2023 Academic Year**. The amount will be divided equally between the Fall and Spring semesters.
- 4) To receive the Graduate PLUS Loan, you must first accept the full Unsubsidized Loan amount. The Federal Grad PLUS is a credit based loan and you must be credit approved by the Department of Education (DOE) in order to receive PLUS Loan aid. The University Financial Aid Office will submit your PLUS Loan application with the amount requested to the Federal Student Aid DOE on your behalf for credit review. **PLUS Loan credit review will begin in early May for continuing students and late June for new admits (after 2nd deposit is paid)**. You will receive an email from DOE if approved or denied.
 - a. If approved, you must now complete a Master Promissory Note (MPN) for the Direct PLUS Loan (if a PLUS MPN has not previously been completed at USF).
 - b. If you are credit-denied, the Department of Education will inform you of your options via email.

Important note: Before receiving a Graduate PLUS loan, you must be awarded and **accept** the **full** Unsubsidized Loan amount first on your myUSF student portal at <https://myusf.usfca.edu/>.

To submit outstanding USF financial aid documents, click on the **Financial Aid tab** at the top of the page. Click on the **Complete Verification/Upload Documents** link to upload any unsatisfied/outstanding financial aid requirements. Once your required documents have been received by our office, they will be reviewed and we will notify you if additional information is required.

Completing Entrance Counseling and Master Promissory Notes

Log onto www.studentaid.gov, click the **LOG IN** button, and enter your login information. If you are accepting **both** Unsubsidized and Grad PLUS, you have to sign **two** MPNs: one for each loan type.

Entrance Counseling

Entrance Loan Counseling takes up to 45 minutes to complete

- Click on **Complete Aid Process**
- Click on **Complete Entrance Counseling**
- Click the **LOG IN to Start** button. Select University of San Francisco as your school to notify
- Select **Graduate/Professional** student as your student type (*will satisfy both Unsubsidized Loan and Grad PLUS loan*)

Master Promissory Notes

Each Master Promissory Notes take up to 15 minutes each to complete

- Click on **Complete Aid Process**
- Select **MPN for Unsubsidized Loans AND**
- Select **MPN for Grad PLUS Loans**
- Select start, then complete the **Borrower Information**
- Select University of San Francisco as your school to notify

USF will begin updating loan disbursement completion requirements in late June for new admits (after you have paid your 2nd deposit).