ACCEPTING FINANCIAL AID

2021-22 Academic Year

Accepting Aid on *myUSF*

Before you log on at [https://myusf.usfca.edu/](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 MyApps link.

![myUSF Navigation](image)

After clicking on MyApps, you will see a window with all of your apps and look for “Student Self-Service”.

![Student Self-Service](image)

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

![Dashboard and MyApps](image)

**Financial Aid**

- **Financial Aid Information**
  - Complete Verification/Upload Documents
    - Complete financial aid verification, upload documents, and submit
    - Contact Us: Financialaid@usfca.edu
  - Federal Shopping Sheet

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Click on the *Awards* link to view your financial aid award and select the appropriate award year (Award Year 2021-2022) from the pull-down menu.
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 year and refers to the FAFSA that you most recently completed. Year 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

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.

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.
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 below the page.

Your options include:

1) Accepting the **full** amount of **all** your awards
2) Choosing to fully 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 2021/Spring 2022 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. This is a credit based loan and you must be credit approved by the Department of Education in order to receive PLUS Loan aid. The University Financial Aid Office will submit your PLUS Loan amount to DOE on your behalf for credit review. **PLUS Loan credit review will begin in early June 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:** 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/](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](http://www.studentaid.gov), click the **LOG IN** button, and insert 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).**