

# How to Apply for Federal Financial Aid

## New Graduate Students at American University or First-Time Borrowers

### Step 1: FAFSA

Complete the **Free Application for Federal Student Aid (FAFSA)** online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or pick up a paper copy from Financial Aid office, located next to Public Safety.

- American University School Code for the FAFSA is 001434.
- You will need to fill out or renew the FAFSA each year you are in school.
- You will need a pin number to electronically sign the FAFSA. If you need one, you may request one at [www.pin.ed.gov](http://www.pin.ed.gov)

### Step 2: SAR

You will receive a Student Aid Report (SAR) from the Federal Processor. Make any corrections (if necessary) and send it back to the Federal processor (the address is on the last page of the SAR). You may also make changes to your FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) by using your pin.

### Step 3: Award Letter

American University will make your Financial Aid Award letter available online through your student portal at <https://my.american.edu/>. After you sign in, click on the heading “Finances” in the right hand column. Then click on the option [Financial Aid: Accept My Award Package](#) under the column titled “Personalized Links”. There you will see a statement of the maximum amount of aid you are eligible for.

- Indicate on the award letter whether you accept or decline your awards.
- To lower the amount you want to accept, send an email to your financial aid counselor stating the exact dollar amount of the loans you want to accept.
- You may also return your award letter to the Financial Aid office by bringing it in person or mailing it to us at: American University, Financial Aid, 4400 Massachusetts Avenue NW, Washington, DC 20016.

### Step 4: Entrance Counseling Session

It is required by the Department of Education for all first-time borrowers and/or new students to American University to complete an **Entrance Counseling Session**. This explains your rights and responsibilities as a student receiving federal financial aid. You may fill this out online at [www.edfund.org](http://www.edfund.org)

- Click on the Edtest Icon (Red Icon in the upper right hand corner)
- Follow the instructions under Student Access to begin using EDTEST.
- Take the test to complete your loan counseling requirement. We will be notified upon your completion.

### Step 5: Promissory Note

Complete and sign the **Promissory Note**, which lists the terms of your loan, how much money you have decided to borrow, and the earliest possible date that the loan can be disbursed. It is also a promise to repay any Federal Loans you may borrow. Please note that the promissory note will not be available on-line until after you have accepted your awards through the student portal. Please allow 48-72 hours for the website to be updated so that you can access your promissory note.

**Note:** Promissory Notes are legal documents that hold students accountable for repayment of federal loans, *it cannot be faxed to or from our office*, and all mistakes on this document must be initialed.

### Step 6: Refund Request Form

Financial aid will be credited to your student account once the funds arrive. To receive remaining funds for living expenses or miscellaneous educational expenses, please complete a **Refund Request Form** at the Student Accounts office, located on the second floor of the Asbury Building.

**For further assistance, please contact Financial Aid at 202-885-6100. We will be more than happy to help you with any questions that you may have. You may also visit us online at <http://financialaid.american.edu> or at:**

American University  
Financial Aid Building  
4400 Massachusetts Avenue NW  
Washington, DC 20016  
[financialaid@american.edu](mailto:financialaid@american.edu)