

Purpose

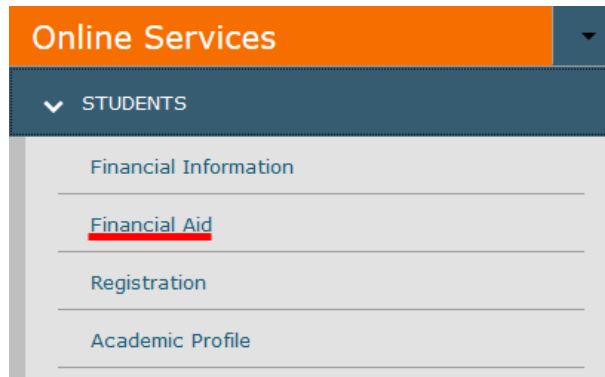
This tutorial will help students view what documents must be completed in order to complete your GSU Financial Aid Application.

Step 1

Go to your [myGSU Portal homepage](#). Log in to the portal using your GSU username and password.

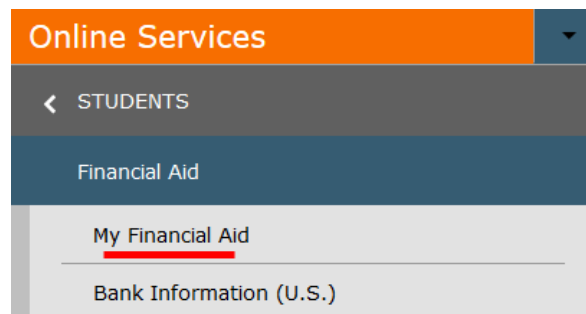
Step 2

Go to Online Services. Choose **STUDENTS**. Then choose **FINANCIAL AID**.



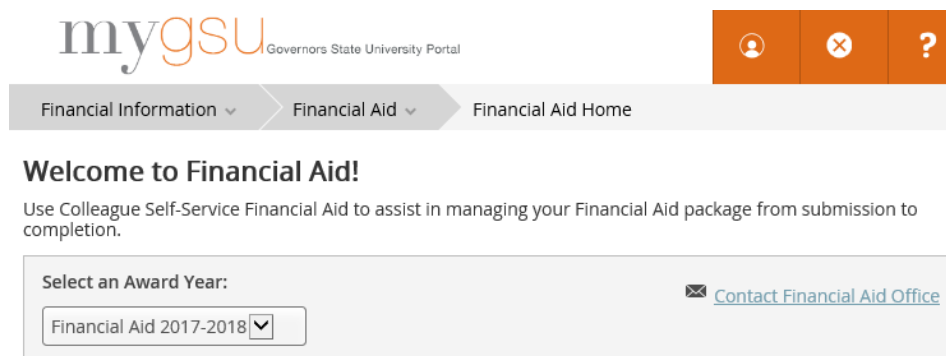
Step 3

When the Financial Aid menu opens, choose **My Financial Aid**.



Step 4

The Financial Aid homepage will open in a new tab.



View My Required Documents

Financial Aid - Online Services Tutorial

Step 5

You can find **Financial Aid Resources** on the **Home** screen. Depending on the size of your screen, you will find **FINANCIAL AID RESOURCES** either on the lower right side of the page, or as a tab with your checklist.

Checklist		Resources
✓	Completed	Submit a Free Application for Federal Student Aid (FAFSA)
✓	Completed	Complete required documents
🔄	In-Progress	Your application is being reviewed by the Financial Aid Office
⚠️	Action Needed	Review and accept your Financial Aid Award Package
✓	Completed	Complete Direct Loan Entrance Counseling
✓	Completed	Sign a Direct Loan Master Promissory Note Your MPN Expires on 5/7/2023

Form Links
Loan Reduction Form
17-18 Important Financial Aid
Helpful Links
FAFSA Application
Entrance Counseling
Master Promissory Note

OR

Checklist	Financial Aid Counselor	Resources	Loan History	Pell Lifetime Eligibility Used
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Checklist		
✓	Completed	Submit a Free Application for Federal Student Aid (FAFSA)
✓	Completed	Complete required documents
🔄	In-Progress	Your application is being reviewed by the Financial Aid Office

Step 6

From the Financial Aid Home screen, hover over the Financial Aid menu and choose **Required Documents**.

Financial Information	Financial Aid	Financial Aid Home
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<p>Welcome to Finan</p> <p>Use Colleague Self-Service Fi</p> <p>Select an Award Year: F</p> <p>FAFSA A</p> <p>Currently, application you are int you must first:</p>	<ul style="list-style-type: none"> Financial Aid Home Required Documents My Awards Award Letter Federal Shopping Sheet Satisfactory Academic Progress
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View My Required Documents





Financial Aid - Online Services Tutorial

Step 7

Required Documents will open in a new window. All items on this list need your action. All must be completed in order to qualify for Financial Aid. Use the links that appear in the list to find the form that needs to be completed, or additional information you may need to complete the item.

Required Financial Aid Documents

Select an Award Year: [✉ Contact Financial Aid Office](#)

Incomplete	
 Incomplete	1718 Independent Verif Ws Independent Verification Worksheet
 Incomplete	2015 Student IRS Transcript
 Incomplete	Independent IL Residency Acceptable Proof of Illinois Residency
 Incomplete	Reached Max Pell LEU

If you If you have any questions, please contact the Financial Aid Office.

Contact the Financial Aid Office:

- Phone: 708.534.4480 or ext. 4480
- Email: faid@govst.edu