



SMU

ANNETTE CALDWELL SIMMONS
SCHOOL OF EDUCATION
& HUMAN DEVELOPMENT

Applying for Financial Aid

- **File for your Federal Personal Identification Number (PIN):** www.pin.ed.gov - Your PIN will serve as your e-signature on the Federal Aid Application and student loan promissory notes. It will also be used as your personal identifier on many of the Federal Student Aid websites. You will be required to provide your Federal PIN to make corrections to your FAFSA and to access your loan history on the National Student Loan Database (NSLDS). You will apply for your Federal PIN only once and will continue using the same PIN throughout your educational career.
- **File the Free Application for Federal Student Aid (FAFSA):** www.fafsa.gov - You will need your Federal PIN in order to complete the FAFSA process. The **SMU Institution Code, #003613**, will indicate your request to have your application sent to SMU for processing. SMU will receive your application electronically. FAFSA information received after recommended filing dates listed below is subject to delays in processing and may prolong the awarding and disbursement processes. After you file the FAFSA, please allow a minimum of 4-6 weeks for processing and awarding.

Recommended Filing deadlines: Although you may file the FAFSA at any point in time throughout the academic year, it is recommended that you file no later than 60 days prior to the start of classes in order to insure availability of funds at the time your bill is due. . If you are planning to attend the upcoming fall 2010 term, we recommend that you file no later than April 1.

Which FAFSA version to file: **The term that you expect to begin classes will determine which version of the FAFSA you will need to file.** If you plan to attend a term which begins before July 31, 2010 – You must file the 2009-2010 FAFSA. All students planning to attend a term which begins after August 1, 2010 will need to file the 2010-2011 FAFSA.

- **Corrections to the FAFSA** are also submitted through FAFSA website. After filing your FAFSA, make sure to review your student aid report for accuracy. If you need to submit corrections to your FAFSA or to update your tax information, it is wise to do so as soon as possible so that your Financial Aid award is based on current and accurate information. To make corrections, you can return to www.fafsa.gov, and look for the "Follow-up" section. From here, you will click on "Make Corrections to a Processed FAFSA".

You've filed the FAFSA. What happens next....

- **New Students:** Recently admitted students will receive two letters from SMU Office of Information Technology . The first letter will contain your SMU ID number. The second will contain information on your SMU email account, and Access.SMU password. You will not receive this information until you have been officially admitted to the University. This information is required to complete your financial aid file and accept your financial aid award. If you have received your Admit Letter and have not received your SMU ID and e-mail access, you will need to contact the SMU IT Help desk at 214-768-HELP for assistance. Please allow 1-2 weeks after receiving your Admit letter for SMU to create your student ID, account and email access. This information will be sent through the U.S. Postal Service to your home mailing address. All questions pertaining to your SMU email and Access.SMU account should be directed to the SMU ITS Help Desk at 214-768-HELP.
- **All Students:** After your FAFSA has been submitted, please submit any required documents to the Division of Enrollment Services/Financial Aid. If additional documentation is needed in order to complete your file, a request will be sent to your SMU e-mail account. A quick response is crucial in order to avoid possible delays in processing and securing your Financial Aid for the upcoming terms. All requested documents must be submitted before you will be awarded Federal loans. You will also be able to view any requested documents by logging into Access.SMU and viewing "My To Do" list.

Submit all documents to:

Southern Methodist University
Div. of Enrollment Services / Financial Aid
P.O. Box 750181
Dallas, TX 75275

Notification and Accepting Your Financial Aid

- **SMU will begin awarding Financial Aid to Graduate level students, typically, after June 1st.** This does NOT mean that you will receive your award by June 1st. The exact date varies year to year due to Federal and State Regulatory revisions, changes in policies and procedures, and notification from the Academic Departments of their initial and renewal Scholarship awards. All Financial Aid notifications are sent through SMU email only
- **Check your SMU email account regularly .** Once your Financial Aid Award is finalized and ready to view/accept, you will receive an email notification through your SMU email account. Please remember that your SMU email is the ONLY means of communication used for the award notifications. It is critical that you check your SMU email often.
- **View/Accept your Financial Aid Award:** Go to http://www.smu.edu/financial_aid/ps_Service.asp for instructions on how to View, Accept, or Decline your Financial Aid Award Package. You must accept, reduce, or decline each individual award.
- **Submit your reply:** Once you submit your response, you will receive a number of emails over the next two business days with instructions on what additional steps need to be taken in order to finalize your loan applications. You will receive a separate email for each types of loan you accept. Please read these instructions carefully since each type of loan has different requirements for completing the application. You will find specific details on various loans and application instructions on the page two of this document. Extensive loan information can be found the [Financial Aid / Loans](#) webpage.