



Applying for Financial Aid

Instructions	Helpful Hints
1. Go to www.fafsa.ed.gov and file the Free Application for Federal Student Aid (FAFSA).	This will begin the application process for federal financial aid. Have your tax returns on hand and/or the returns of your parent(s). You will need this information to complete the FAFSA.
2. Check your Sam Houston email account (Sam Mail) for a confirmation e-mail stating that your FAFSA has been received by SHSU.	Upon receipt of the e-mail, you will know that your FAFSA has been successfully sent to and received by SHSU.
3. Check the status of your financial aid application online at: http://www.shsu.edu <ul style="list-style-type: none"> • Click on “Campus Tools” at the top of the page; • Select the “My Sam” link and log in; • Click on the “My Account” tab; • Click on “Financial Aid Status”; • Select Aid Year • If missing documents, click on “Student Requirements” 	Once you see financial aid has been awarded for the correct award year, you can move to Step 4 to begin accepting your desired awards. Note: An e-mail will be sent to your SHSU e-mail account once your financial aid has been awarded.
4. After you are awarded financial aid, you may view and accept your awards through MySam by visiting: http://www.shsu.edu <ul style="list-style-type: none"> • Click on “Campus Tools” at the top of the page; • Select the “My Sam” link and log in; • Click on the “My Account” tab; • Click on “Financial Aid Awards”; • Select aid year (i.e. Academic Year 20YY-20YY); • Proceed through each tab, left to right; • On the “Resources and Additional Information” tab; <ul style="list-style-type: none"> o If you agree to the terms, accept the drop down boxes; o Enter resources in the spaces provided at the bottom part of the page; • Click on the “Terms and Conditions” tab and <i>carefully</i> read before accepting; • Accept your awards by clicking on the “Submit Decision” tab. 	Now that you have been awarded, you may view an itemized list of your awards and accept or decline each item. Be sure to carefully read the Terms and Conditions and to disclose all outside resources on the appropriate tabs. Read each paragraph <i>carefully</i> . Some examples of resources include, but are not limited to: tuition waivers (Hazelwood Benefits, Armed Forces, National Guard, DARS, Foster Care Valedictorian and employee fee waivers), outside/local, scholarships, university scholarships, or Texas Tomorrow Fund. You will be able to view the total amount per semester.
5. If you accepted a Direct Loan, you will need to visit http://studentloans.gov to process your loan awards. For a Subsidized/Unsubsidized loan, <ul style="list-style-type: none"> • Complete Counseling (Entrance) and • Complete Master Promissory Note (Subsidized/Unsub) If the student is receiving a Direct PLUS Loan, the student’s parent listed on the FAFSA will need to: <ul style="list-style-type: none"> • Request a Direct Plus Loan (application) and • Complete a Master Promissory Note (Parent Plus) 	Once the Master Promissory Note and Entrance Counseling are completed, the Financial Aid & Scholarships Office will receive the documents from Studentloans.gov within 3-5 business days. After the Financial Aid & Scholarships Office has received this information your financial aid package will be ready for disbursement. *Note: PLUS Counseling is voluntary unless required by the Department of Education. Parents will be contacted by the Department of Education if this is required.