



Sam Houston State University

Financial Aid A-Z Guide

Create/Edit and FSA ID:

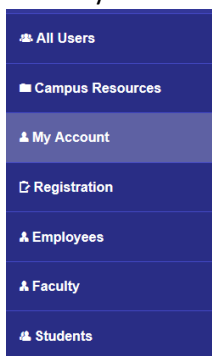
- Go to <https://studentaid.gov/>
- Create an account

Filling out the FAFSA:

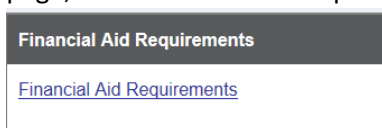
- Go to <https://studentaid.gov/>
- Sign in with FSA ID
- Under APPLY FOR AID TAB select Complete the FAFSA form
 - SHSU school code: 003606
 - Once you submit your application your schools listed on the FAFSA should receive your application within 4 business days

Check the Status of your Financial Aid application or verification documents:

- Visit: www.shsu.edu
- Click Campus Tools at the top of the page
- Choose My Sam, then login
- Click My Account on the left Side of the screen.



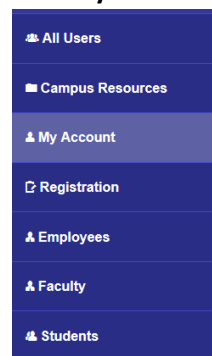
- Scroll down on the bottom right side of the page, click Financial Aid Requirements



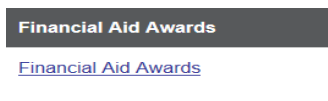
- Select Aid Year
- You can view your requirements, read messages and print requested documentation if any.
 - Completed documents can be

How to check the status of your Award Package or accept your awards:

- Visit: www.shsu.edu
- Click **Campus Tools** at the top of the page
- Choose **My Sam**, then login
- Click **My Account** on the left Side of the screen.



- Click on **Financial Aid Awards** on the bottom right corner of the screen.



- Select Aid year
- Proceed through EACH tab, left to right;



- On the **Resources and Additional Information** tab; if you agree to the terms, click accept in the drop down boxes;
- Enter resources in the spaces provided at the bottom part of the page; if any
- Click on the **Terms and Conditions** tab and carefully read before accepting;
- Click on **Accept Award Offer** tab; accept your awards by clicking on the **“Submit Decision”** tab.



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Entrance Counseling:

- Go to <https://studentaid.gov/>
- Login using **STUDENT FSA ID**
- On the home page select **In School Tab (complete Loan Entrance Counseling)**
- Once you are on the Complete Counseling screen you will need to select the **start button** next to entrance counseling.
- Make sure you select **SAM HOUSTON STATE UNIVERSITY** as your school

Master Promissory Note:

- Go to <https://studentaid.gov/>
- Login using **STUDENT FSA ID**
- **On the home page select In School Tab (Complete Loan Agreement) Master Promissory Note**
- **Complete MPN for Subsidized/ Unsubsidized Loans**
- Make sure you select **SAM HOUSTON STATE UNIVERSITY** as your school

Exit Counseling:

- Go to <https://studentaid.gov/>
- Login using **STUDENT FSA ID**
- On the home page select **Manage Loans Tab (Complete Exit Counseling)**
- Once you are on the Complete Counseling screen you will need to select the **start button** next to exit counseling.
- Make sure you select **SAM HOUSTON STATE UNIVERSITY** as your school

Parent Plus Loan:

- Go to <https://studentaid.gov/>
- Select the **APPLY FOR AID TAB**
- Select **APPLY FOR PLUS LOAN**
 - [Apply for a PLUS Loan](#)
- The PARENT must sign in using the **PARENT FSA ID**
- Follow the steps to complete the **Application** and the **Credit Check**
- If your credit is **APPROVED**, you must:
 - Select **Complete loan agreement for Plus Loan (MPN)**.
 - Select **Complete PLUS Credit Counseling**
 - [Complete Loan Agreement for a PLUS Loan \(MPN\)](#)
 - [Complete PLUS Credit Counseling](#)
 - Submit the **PLUS Disbursement Authorization form** to the Financial Aid Office.
 - This form can be found on the student's MY Sam account.
 - This form is also available at the front desk of the Financial Aid Office
- If your Credit is **denied**, your options are:
 - **Undecided** OR I will not pursue the parent PLUS loan. If this option is selected the office will offer the student the additional unsubsidized loan if their budget allows
 - **Pursue an endorser**. If this option is selected the parent will need to have their endorser complete an application on <https://studentaid.gov/> and if approved will have to submit the Endorser Disbursement Authorization form to the Financial Aid Office
 - **Appeal Decision**. If this option is selected you will complete an appeal on <https://studentaid.gov/>