

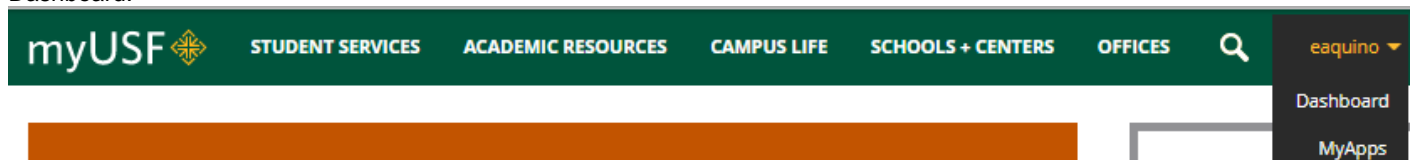
ACCEPTING FINANCIAL AID

2024-25 Academic Year

View and Accepting Your Financial Aid on myUSF

Before you log on at <https://myusf.usfca.edu/> you will need to use your account information provided by the Law Admissions Office. If you have yet to receive instructions to set up your **myUSF** account and you are recently admitted, contact the Law Admissions Office at lawadmissions@usfca.edu or call 415.422.6586. If you have received your **myUSF** account information but you are having issues logging into your account, contact the USF ITS Help Desk at (415) 422-6668 for assistance.

Once you are logged on, on the right hand side you will find your username. Click on your username and you will see the Dashboard.



After clicking on Dashboard, you will see a window with all of your apps and look for **"BANNER Self-Service (Student)"**.

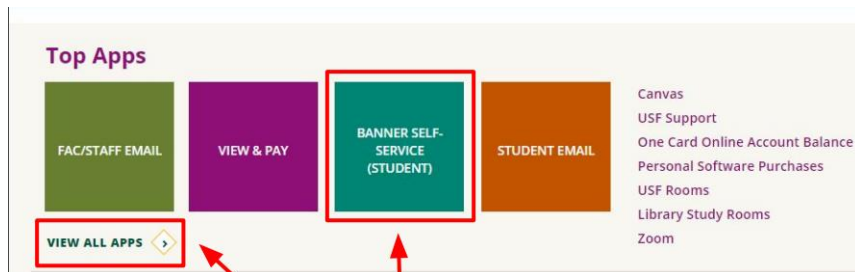
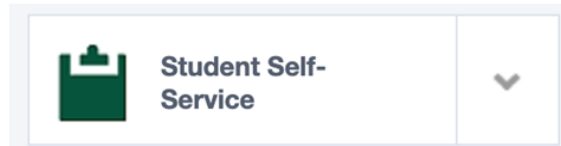


Figure 1 Banner Self-Service screenshot

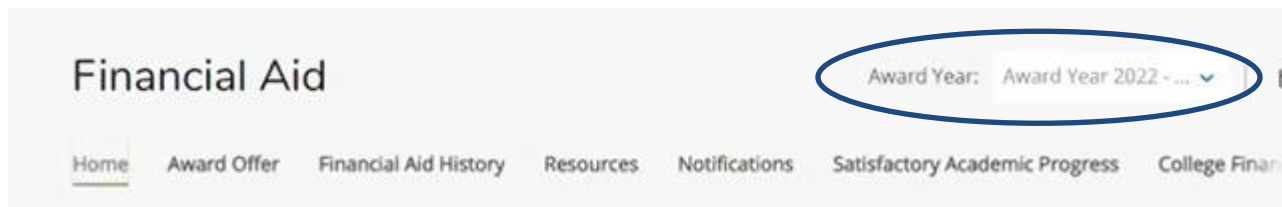
Or if you select **"MyApps"**, select **"Student Self-Service"**.



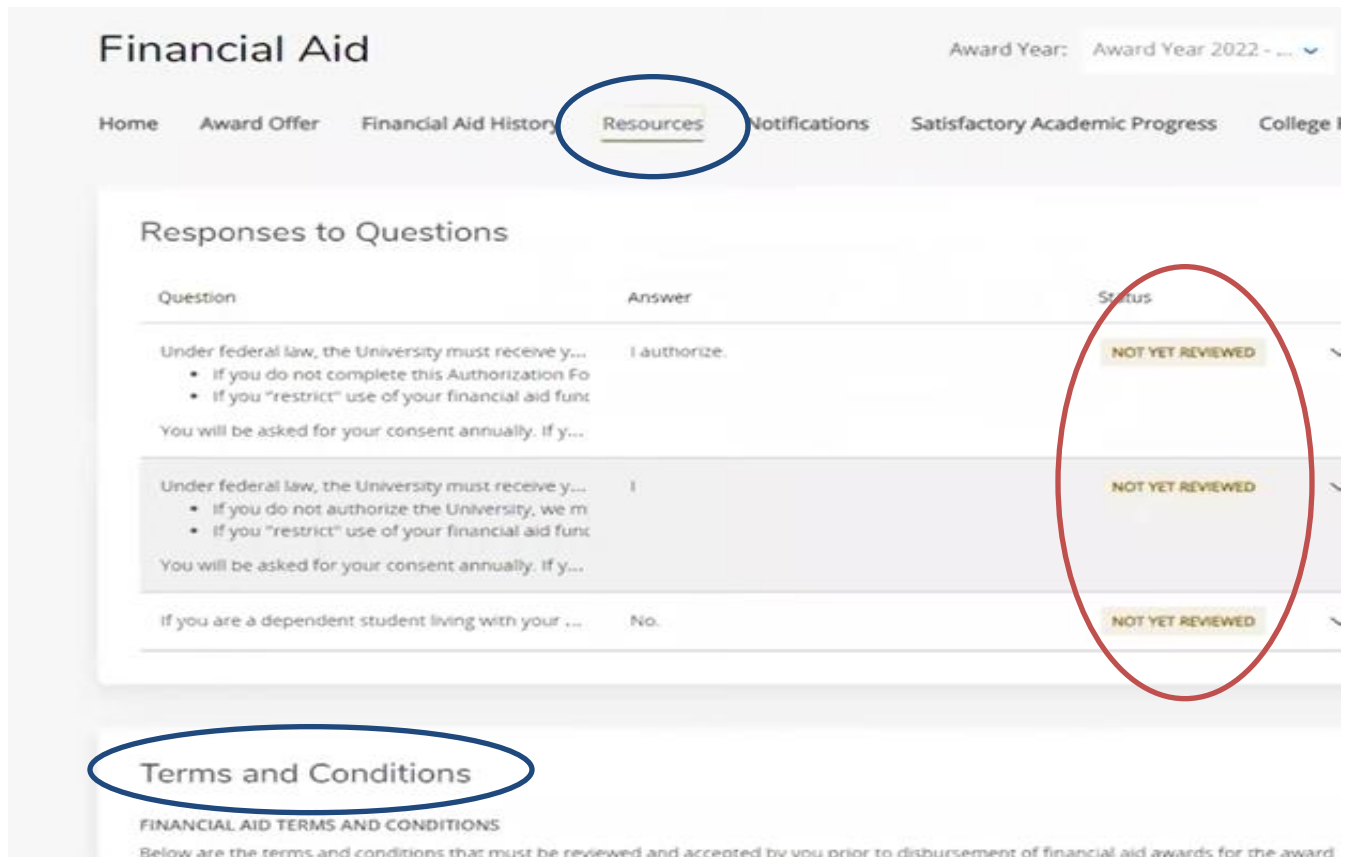


Click on the **"Financial Aid"** tab at the top of the page.

Select the **appropriate award year** (Award Year 2024-2025). Select the award year on the top right corner of the **Home Financial Aid Dashboard** page.

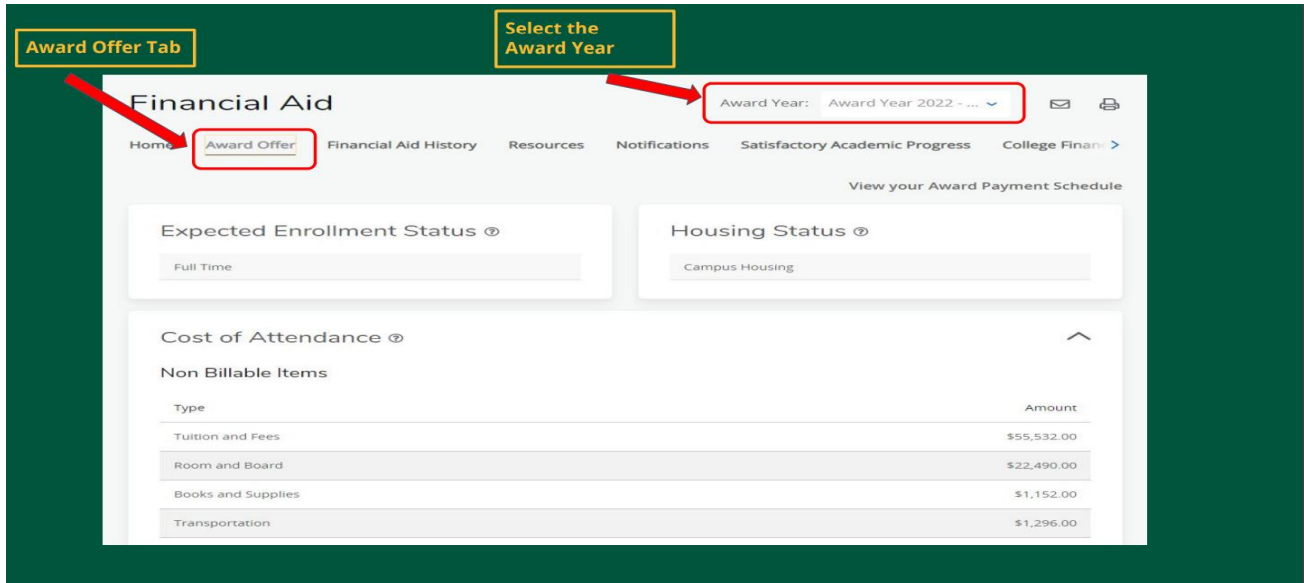


Before selecting Award Offer option, please find the **"Terms and Condition" POP-UP** on top of the Award Offer page or select **Resources** to review the **"Terms and Conditions"** and **Authorized** your financial aid. Please review this information in order to ensure that you understand your eligibility for aid at a given time.

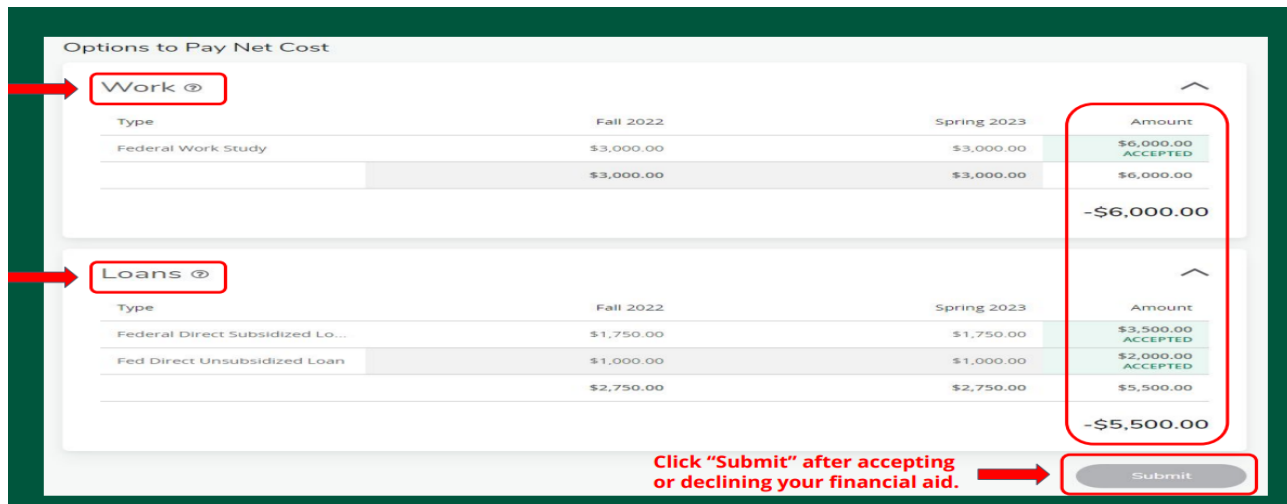


*** You MUST answer the authorization questions prior to accepting your financial aid.**

On the **Award Offer** tab, you will see all the necessary information regarding your award package, including the Cost of Attendance used in determining your award, your anticipated housing and enrollment status, which correspond to your answers from the FAFSA application, your actual Financial Aid Award by term, and the status (offered/accepted/declined) of each fund that you have been awarded.



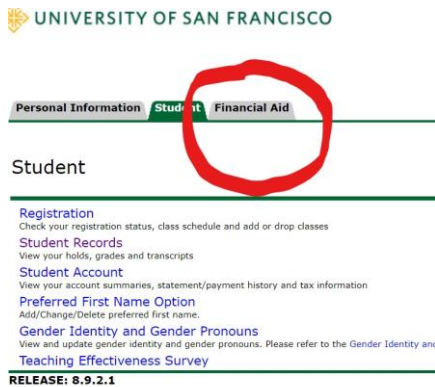
On the Award Offer page, roll down at the bottom of the page to **Accept or Decline** your financial aid. Review each section. Grants and scholarships are automatically accepted.



Reviewing and Submit Outstanding Documents

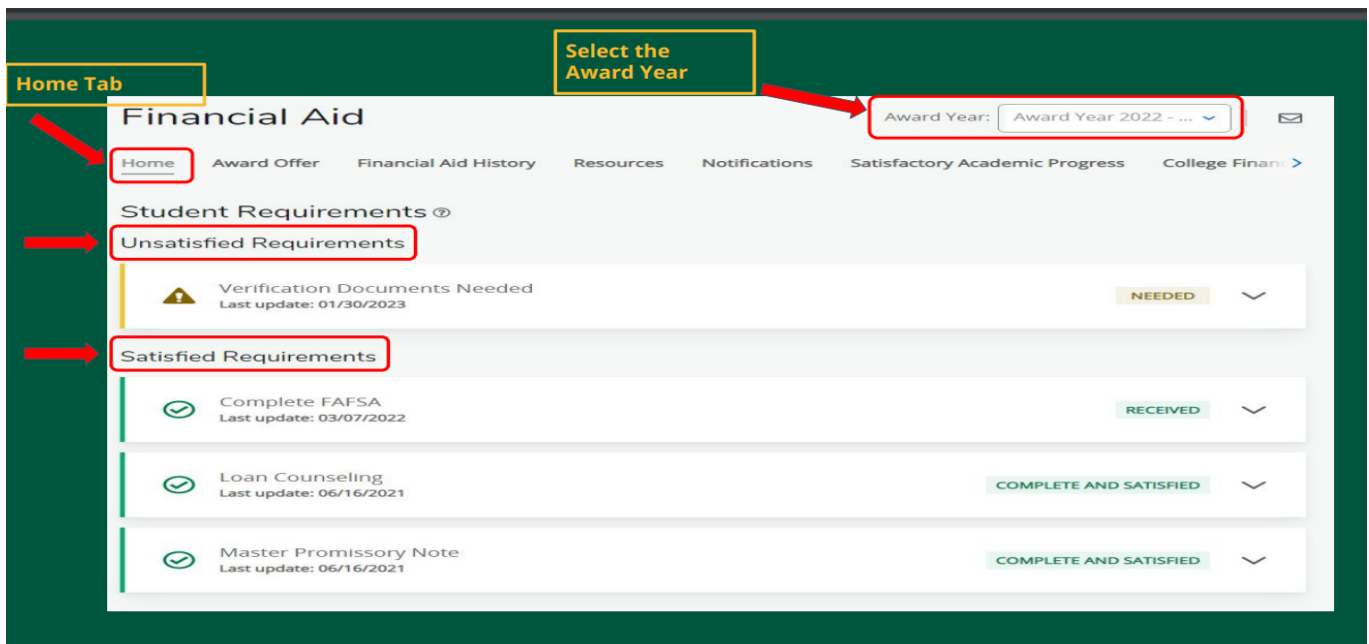
To submit outstanding USF financial aid documents, click on the **Financial Aid tab** at the top of the page.

Click on the **"Financial Aid" tab** at the top of the page.



Select the **appropriate award year** (Award Year 2024-2025) on the top right corner and Click **Home Tab** and navigate to the **Student Requirements** section.

Unsatisfied Requirements shows outstanding tasks that need to be completed prior to financial aid disbursement. You may click the link on each task to take you to the appropriate site to complete the requirement. **Satisfied Requirements** shows tasks that you have already completed.



Once your required documents have been received by our office, they will be reviewed and we will notify you if additional information is required.

For a step-by-step video tutorial of your myUSF Student Self-Service financial aid portal, please visit the Financial Aid website at <https://myusf.usfca.edu/financial-aid/accept-offer> .

Youtube Video: <https://www.youtube.com/watch?v=THjqWHu0-yg>

Click on each fund name for a description. Review the status of each fund. Most of the financial aid offered to you will remain in an "offered" status until you accept or decline. After census date, which is the last day to drop each semester, the Financial Aid office may cancel any financial aid that is still in an offered status.

You can accept or decline all or part of an offered award under the **Accept Award Offer** tab. After accepting your award, you may view your outstanding requirements at the Financial Aid tab page.

Your options include:

- 1) Accepting the **full** amount of **all** your awards
- 2) Choosing to fully or partially accept and/or decline individual awards

- 3) Choosing to accept partial amounts of an award by selecting accept, then entering the amount you would like in the *accept partial* field. Please be advised that the amount that you accept is for the **Fall 2024/Spring 2025 Academic Year**. The amount will be divided equally between the Fall and Spring semesters.
- 4) To receive the Graduate PLUS Loan, you must first accept the full Unsubsidized Loan amount. The Federal Grad PLUS is a credit based loan and you must be credit approved by the Department of Education (DOE) in order to receive PLUS Loan aid. The University Financial Aid Office will submit your PLUS Loan application with the amount requested to the Federal Student Aid DOE on your behalf for credit review. **PLUS Loan credit review will begin in early June for continuing students and late June for new admits (after 2nd deposit is paid)**. You will receive an email from DOE if approved or denied
 - a. If approved, you must now complete a Master Promissory Note (MPN) for the Direct PLUS Loan (if a PLUS MPN has not previously been completed at USF).
 - b. If you are credit-denied, the Department of Education will inform you of your options via email.

Important note: Before receiving a Graduate PLUS loan, you must be awarded and **accept** the **full** Unsubsidized Loan amount first on your myUSF student portal at <https://myusf.usfca.edu/>.

Completing Entrance Counseling and Master Promissory Notes

Log onto www.studentaid.gov, click the **LOGIN** button, and enter your login information. If you are accepting **both** Unsubsidized and Grad PLUS, you have to sign **two** MPNs: one for each loan type.

Entrance Counseling

Entrance Loan Counseling takes up to 45 minutes to complete

- Select **Loans and Grants** option
- Select on **Loan Entrance Counseling**
- Select **Graduate/Professional** student as your student type (*will satisfy both Unsubsidized Loan and Grad PLUS loan*)
- Click the **LOG IN to Start** button. Select University of San Francisco as your school to notify

Master Promissory Notes

Each Master Promissory Notes take up to 15 minutes each to complete

- Select **Loans and Grants** option
- Select **Master Promissory Note** option
- Select **I'm a Graduate/Professional** student as your student type
- Click the **LOG IN to Start** button. Select University of San Francisco as your school to notify
- Complete the **MPN for Subsidized and Unsubsidized Loan** and the **MPN for Direct PLUS Loans**

USF will begin updating loan disbursement completion requirements in late June for new admits (after you have paid your 2nd deposit).