



FINANCIAL AID INSTRUCTIONS

(AUHS School Code: 032253)

List of Documents Needed for Financial Aid

You can download the forms at <http://www.auhs.edu/resources/offices/financial-aid/>

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| 1. SAR | 5. AUHS Student Institutional Authorization |
| 2. Entrance Counseling | 6. **Parent Institutional Authorization [For applicants below age of 24 only] |
| 3. MPN | 7. **Veteran Benefit Certificate of Eligibility |
| 4. AUHS Financial Aid | |

CREATE FSA ID www.fsaaid.ed.gov/npas/index/htm

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| 1. Enter your e-mail address | 7. Enter your name | number |
| 2. Create Username | 8. Enter your Federal Student aid Pin you have one. | 13. Choose your language preference |
| 3. Create password | 9. If you don't have a PIN, question will not appear | 14. Set up 5 challenge questions |
| 4. Confirm you are 13 years of age older | 10. Enter your phone number | 15. Read and accept the terms |
| 5. Enter Social Security | 11. Enter Mailing Address | 16. Verify your e-mail address |
| 6. Enter your date of birth | 12. Enter an alternate phone | |

****If you are a dependent (23 or younger), parents must apply for a FSA ID**

FAFSA-Student Aid Report (SAR)

1. Apply for Federal Student Aid(FSA) ID <https://fsaid.ed.gov/npas/index.htm>
2. Save your FSA ID and Password from Federal Financial Aid
 - If you are a dependent (23 or younger), parents must apply for a FSA ID
3. Apply for Free online Federal Student Aid (FAFSA) at www.fafsa.ed.gov
 - Do not falsify the information on FAFSA. File Taxes for the previous year before creating Student Aid Report (SAR) for this year. Use the **IRS data retrieval tool** to complete the applications.
4. Sign with a FSA ID on the FAFSA form by you and one of your parents or legal guardian for **Dependent Student**
5. Print the **SAR PDF** version of the current year, 3-5 business days after online filing.
6. Include SAR in your Admission Application Packet to AUHS Admissions Office.

Entrance Counseling www.studentloans.gov

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| 1. Log on to www.studentloans.gov | 6. Click "I am completing Entrance counseling to receive Direct Loans as an Undergraduate student |
| 2. Log in with your F S A I D and Password | 7. Click "Continue" |
| 3. Click on "Complete Entrance Counseling "click Start Entrance Counseling | 8. Take the quiz |
| 4. Select <u>California</u> as the state of the school. | 9. Click Completed Counseling (right side). |
| 5. Select " <u>American University of Health Sciences</u> " then Click " Notify this school" | 10. Click view HTML then Print . |
| | 11. Submit the proof of completion in your application to AUHS Admissions Office. |

Master Promissory Note (MPN) www.studentloans.gov

This is to qualify for **Federal Loans Subsidized and Unsubsidized Loans**. Same process for **Parent Plus Loan**.

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| 1. Click on "Complete MPN" | 5. Click "Continue" |
| 2. Click on "Complete Subsidized/Unsubsidized MPN" | 6. Sign with your First Name and Last name |
| 3. Enter all of your information | 7. Click Continue |
| 4. Add " <u>American University of Health Sciences</u> " | 8. Click Submit and Print the MPN. |

Online Request-If Flagged for Verification on SAR (It is required when * next to your EFC score on the front page of your SAR.) Available on the IRS Web site at www.irs.gov choose either **Get Transcript ONLINE** or **Get Transcript by MAIL** or call **1-800-908-9946**.

To order Transcript by Mail

1. Click "Order a **Tax Return Transcript**" in the Online Services Sessions.
2. Click "**Order a Transcript**"
3. Enter the tax filer's SS #, DOB, Street address and zip code.
 - Use the address currently on file with the IRS. Generally this will be the address that was listed on the latest tax return filed. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file.
4. Click "**Continue**"
5. Select "**Return Transcript**"
6. Select the previous year.
 - If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address included in their online request, within 5 to 10 days from the time the online request was successfully transmitted to the IRS.
 - IRS Tax Return Transcript requested online cannot be sent directly to a third party by the IRS

To get a Free Annual Credit Report (This free annual credit report does not include credit scores).

Please visit www.annualcreditreport.com

If you have any questions on completing the items above, please e-mail financial Aid before appointment at inf0@financialaid@auhs.edu to avoid delays.

Full Name (Print)

Signature

Date