

FINANCIAL AID INSTRUCTIONS FOR GRADUATE PROGRAM (AUHS School Code: 032253)

CREATE FEDERAL STUDENT AID (FSA) <https://studentaid.gov/>

1. Enter your e-mail address
2. Create password and Confirm Password
3. Enter Your First and Last Name
4. Enter Your Date of Birth
5. Enter Contact Information
6. Create username
7. Enter Challenge Question
8. Confirm your information, Verify and Complete.

FAFSA – STUDENT AID REPORT (SAR) <https://studentaid.gov/>

1. Save your FSA ID and Password from Federal Financial Aid.
2. Apply for Free Online Federal Student Aid (FAFSA) at <https://studentaid.gov/h/apply-for-aid/fafsa>
3. Sign with a FSA ID on the FAFSA form .
Please forward the confirmation that it was completed to financialaid@auhs.edu

ENTRANCE COUNSELING <https://studentaid.gov/>

1. Log on to <https://studentaid.gov/entrance-counseling/>
2. Log in with your FSA ID and Password
3. Click on "I am a GRADUATE OR PROF.STUDENT"
4. Select California as the state of the school
5. Select "American University of Health Sciences" then click "Notify this school"
6. Click "Continue"
7. Take the quiz
8. Submit the proof of Completion with your application to
Confirmation email: financialaid@auhs.edu

MASTER PROMISSORY NOTE (MPN)

This is a legal document that you say you promise to repay your loan and any interest.

1. Log on to <https://studentaid.gov/mpn/>
2. Click on "MPN Subsidized/Unsubsidized Loan" **and then** complete the "PLUS MPN for Graduate/Professional Students"
3. Enter ALL of your information
4. Add our School-American University of Health Sciences
5. Read All Important information
6. Click "Continue"
7. Click Submit and Print the MPN or send us the
Confirmation email: financialaid@auhs.edu

TO APPLY FOR AID – GRADUATE PLUS LOAN

This is to qualify for **FEDERAL LOANS for Graduate/Professional Students** and will run your credit-***Please see Financial Aid Office before applying.***

1. Log on <https://studentaid.gov/plus-app/grad/landing>
2. Click "Apply for Aid"
2. Click "Apply for a Grad. Plus, Loan"
3. Click "Start" Apply for a Plus Loan
4. Select the "Award Year" FA will provide this.
5. Select "American University of Health Sciences"
6. Loan Requested amount and Loan Period- See Financial Aid Office or email financialaid@auhs.edu

Once the FAFSA, Masters Promissory Note, and Entrance Counselling are completed, kindly forward all the confirmation to financialaid@auhs.edu

TO ORDER IRS TRANSCRIPT BY MAIL

1. Click <https://www.irs.gov/individuals/get-transcript>
2. **Sign In to Online Account**
3. Click **"Order a Transcript"**
4. Enter the tax filler's SS#, DOB, street address & zip code
Use the address currently on file with the IRS. 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 fillers can expect to receive a paper IRS Tax Return Transcript at the address included in their online request within 5-10 days from the time the online request was successfully transmitted to IRS.

Online Request – If Flagged for Verification on SAR (It is required when * is next to your SAI score on front page of your SAR)

Available on IRS website at www.irs.gov choose either **Get Transcript ONLINE** or **Get Transcript by MAIL** or Call **1-800-908-9946**.

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