

FINANCIAL AID INSTRUCTIONS FOR UNDERGRADUATE (AUHS School Code: 032253)

CREATE FEDERAL STUDENT AID (FSA) ID <https://studentaid.gov/h/apply-for-aid/fafsa>

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 and SS#
5. Enter Contact Information
6. Create username
7. Enter Challenge Question
8. Confirm your information, Verify and Complete.

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

FAFSA – STUDENT AID REPORT (SAR) www.fafsa.ed.gov

1. Save your FSA ID and Password from Federal Financial Aid.
 - If you are a dependent (23 or younger), parents must apply for FSA ID)
2. Apply for Free Online Federal Student Aid (FAFSA) at <https://studentaid.gov/h/apply-for-aid/fafsa>
 - Use the IRS data retrieval tool to complete the application.
3. Sign with a FSA ID on the FAFSA form by you and one of your parents or legal guardians for Dependent Student.
4. Print the SAR PDF version of the current year.
5. Include SAR in your Admission Application Packet to AUHS Admission Office.

ENTRANCE COUNSELING www.studentloans.gov

1. Log on to <http://www.studentloans.gov/>
2. Log in with your FSA ID and Password
3. Click on Complete Aid Process "Complete Entrance Counseling" click Start Entrance Counseling
4. Select California as the state of the school
5. Select "American University of Health Sciences" then click "Notify this school"
6. Click "I am completing Entrance Counseling to receive Direct Loans as ***an Undergraduate Student***"
7. Click "Continue"
8. Take the quiz
9. Click Complete Counseling (right side)
10. Submit the proof of Completion with your application to Admissions Office and email financialaid@auhs.edu

MASTER PROMISSORY NOTE (MPN) www.studentloans.gov

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

1. Click on "Complete Aid Process"
2. Click Masters Promissory Note
3. Click on "MPN Subsidized/Unsubsidized Loan"
4. Enter ALL your information
5. Click Continue
6. Check Agree
7. Sign with your First Name and Last Name
8. Click "Continue"
9. Click Submit and Print the MPN or send us the confirmation email: financialaid@auhs.edu

TO ORDER TRANSCRIPT ONLINE: www.irs.gov

1. Click "Order Tax Return Transcript" in the Online Services Sessions
2. Click "Order a Transcript"
3. 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 EFC 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**.