GRADUATE STUDENT CHECKLIST

☐ File student (and spouse) federal taxes. If your 2014 federal
taxes are filed online, within 1-2 weeks after filing, you should
be able to retrieve your federal tax data right into your FAFSA.
This option will streamline and expedite the processing of your
financial aid application.

☐ Submit the completed FAFSA. Complete the FAFSA at
www.fafsa.gov and be sure to include UW-L’s School Code,
003919. We strongly recommend that you use the IRS Data
Retrieval option. In order to successfully use this option,
you must have a federal tax return filed with the IRS, have a
valid Social Security Number, and have an unchanged marital
status since December 31, 2014. When completing the tax
information on the FAFSA, indicate “Already Filed” and select
the IRS Data Retrieval option.

It is recommended that you submit the FAFSA shortly
after acceptance to UW-L in order to be considered for all
programs, although the FAFSA can be completed throughout
the academic year. Make sure your Social Security Number is
correct on all forms.

☐ Submit a completed Summer School Application if you will
be attending at least half time in the summer and wish to
receive financial aid in the summer. Remember that any Direct
loans taken during the summer may reduce your eligibility
during the academic year.

☐ Apply for UW-L Scholarships. Information about available
institutional scholarships is available at https://uwlex.
academicworks.com. Applications must be submitted by
February 15.

☐ Check with your graduate program to see if they offer
graduate assistantships or non-resident tuition waivers. Each
program's graduate aid amount is different and some may have
a separate application process.

☐ Submit any additional forms specifically requested by the
UW-L Financial Aid Office. When the results of your FAFSA
are received by the Financial Aid Office, you will be sent an
email. This email will also indicate whether there is additional
documentation required from you. Any requested items will be
listed in the “To-Do” section of your WINGS Student Center,
https://wings.uwlax.edu.

☐ View your financial aid award on-line. All students will
receive an email notification when their award is available to
accept on their WINGS Student Center. You are able to accept,
decline or reduce the aid offered. Click on the name of the
award for more information about each award type.

☐ Review the “Guide To Your Graduate Financial Aid Award”
for the upcoming academic year, available at www.uwlax.
edu/finaid/accept/decline-your-award. Note the information
regarding “Other Financing Options.”

☐ Complete a Direct Loan Master Promissory Note (MPN)
and Entrance Loan Counseling (ELC). If you are a first-time
borrower receiving a Federal Direct Loan, the Direct Loan MPN
and ELC must be completed before your loan can be applied to
your student bill. Both of these requirements can be completed
at www.studentloans.gov. If you may also borrow a PLUS loan
you may want to complete the counseling the covers Direct and
PLUS loans.

☐ Activate your Tower One Card. This is also your student
ID card. You should receive the card after you have been to
campus to have a photo taken or sent a photo to the Tower One
Office if you are attending on-line or off-campus. All financial
aid proceeds are applied first to the student's university bill. If
funds remain after the bill is paid in full, a refund is generated.
When you activate your Tower One Card, you must choose
one of three options for the handling of the refund: funds are
applied to your Tower One debit account; funds are transferred
to your personal bank (an ACH transfer); or a paper check is
mailed to you.

☐ Print and submit a Federal Graduate PLUS Loan Request
Form. After reviewing the “Other Financing Options” some
graduate students choose to take out a Federal Grad PLUS
Loan. You must also complete a Grad PLUS Loan Master
Promissory Note (Grad PLUS MPN), available at www.uwlax.
edu/finaid/graduate-PLUS-loans. The maximum that can be
borrowed in a Grad PLUS Loan is indicated on your award as
“Your Other Loan Eligibility-G”. Not all graduate students will
have other loan eligibility. Some student's eligibility will be met
by Direct unsubsidized loans.

☐ Complete and submit the Family Educational Rights and
Privacy Act (FERPA) Release Form (optional). The FERPA
Act of 1974 protects the privacy of student records, including
those created and maintained by the Financial Aid Office. The
Financial Aid Office can not discuss your information with
your parents, spouse or other individuals without your written
permission. This release form will remain in effect for the
current academic year and is available at www.uwlax.edu/
ferpa-form.

Find helpful information on college and finances
provided through the UW-La Crosse 'It Make$ Cents!’ financial literacy program.
Visit www.uwlax.edu/it-makes-cents.

Like us on Facebook (UW-La Crosse
Financial Aid) for updates, deadlines and
other useful financial aid information!

Follow us
on Twitter.