## UNDERGRADUATE CHECKLIST

<table>
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<th>Step</th>
<th>Description</th>
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| 1    | **Apply for aid at Studentaid.gov**  
   - Both you and a parent must create an FSA User ID and password.  
   - You must submit the completed 2024-25 Free Application for Federal Student Aid (FAFSA) which is available in December, 2023. Be sure to include UWL's school code, 003919.  
   - We recommend you apply before February 1, 2024, although the FAFSA can be completed throughout the upcoming academic year. |
| 2    | **Know your cost to attend UWL**  
   - Estimate your college cost at [www.uwlax.edu/cost](http://www.uwlax.edu/cost) |
| 3    | **Apply for scholarships**  
   - Apply for UWL Foundation Scholarships at [uwlax.academicworks.com](http://uwlax.academicworks.com). Applications are available October 1 and must be submitted by February 1.  
   - Apply for Private Scholarships. UWL's Scholarship Resource Center has information about private scholarships at [www.uwlax.edu/scholarships](http://www.uwlax.edu/scholarships).  
   - In your UWL WINGS Student Center, report any private scholarships you have been awarded. |
| 4    | **Submit any additional documentation requested by the UWL Financial Aid Office**  
   - We will send you an email when we receive your FAFSA which will let you know if we need any additional documentation from you. Be sure to check the "To-Do" section of your UWL WINGS Student Center, [https://wings.uwlax.edu](https://wings.uwlax.edu). |
| 5    | **Minnesota Reciprocity**  
   - If you are a Minnesota resident, complete the 2024-25 reciprocity application prior to the start of classes at [https://www.ohe.state.mn.us](https://www.ohe.state.mn.us). This should be available starting March 2024. |
| 6    | **Your financial aid offer**  
   - Once you receive an email that your financial aid offer is available to review in your UWL WINGS Student Center, you are able to accept, decline or reduce the aid offered.  
   - Review the "Guide to Your Financial Aid Offer", available at [www.uwlax.edu/finaid](http://www.uwlax.edu/finaid) for more detailed information about the aid offered.  
   - Only borrow what you need. Visit [uwlax.edu/finaid/info/types-of-aid/loans](http://uwlax.edu/finaid/info/types-of-aid/loans) and select "Limit What You Borrow" for a list of helpful suggestions.  
   - The "Other Financing Option" item on your offer is informational letting you know the maximum that can be borrowed in a private loan or a Federal Parent PLUS Loan. Note that this figure exceeds the amount owed to UWL because it includes items like transportation and miscellaneous expenses which will not be billed by UWL. |
| 7    | **Additional federal loan steps**  
   - If you are accepting your first federal loans, you must complete both a Direct Loan Master Promissory Note (MPN) and Entrance Loan Counseling (ELC) which can be completed at [studentaid.gov](http://studentaid.gov). |
| 8    | **Set up your refund preference**  
   - All of your financial aid proceeds will be applied electronically to your university bill. If funds remain after the bill is paid, a refund is generated. In your UWL WINGS Student Center/Finances section, select "Student Choice Refund". You can submit information that will allow any refunds to be deposited directly into your personal bank account. Direct deposit is highly recommended. |