

# TRANSFER STUDENT CHECKLIST

## Complete or update your FAFSA Application

To be considered for all types of federal student aid, you must complete a FAFSA application. Federal student aid includes Pell Grant, SEOG Grant, Federal Direct Loans and PLUS Loans. To be considered for these sources, complete the Free Application for Federal Student Aid (FAFSA) listing Millersville as a school that should receive your information. Millersville's federal school code is 003325.

If you have already completed a FAFSA but did not list Millersville previously, update your FAFSA online by logging into your account at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and selecting *Make Corrections to a Processed FAFSA*. Go to the *School Selection* tab and then type in Millersville's school code (003325). Click search, check the box showing Millersville and then click add. Make sure to sign and submit the application when done.

## Update you PA State Grant Application

If you were notified that you are eligible to receive a PA State Grant and you want Millersville to receive your grant funds for the spring semester, you must update the school you are attending on the State Grant Application.

To release your information and change your school choice to Millersville, go to [www.pheaa.org](http://www.pheaa.org), log in to *Account Access*, select *Grant Status* for the current year, and select the Change School Information Form. If you are having difficulty updating your school, contact PHEAA at 1-800-692-7392.

## Complete any outstanding requirements with MU

Once you have paid your Admissions Confirmation Fee, log into your [myVILLE Student Portal](#) and click on the "Finances" tab to view and complete any outstanding financial aid requirements that may delay the processing of your financial aid.

If you do not see a green check mark next to the requirement listed, we still need additional information from you. It is extremely important to check your MU e-mail frequently as messages will be sent to you if additional information is needed.

## Complete Financial Aid Terms and Conditions

To receive financial aid, you must complete Terms and Conditions of your awards online through your [myVILLE Student Portal](#). You can access your Terms and Conditions by logging into myVILLE, clicking the "Finances" tab; under "Financial Aid Requirements", select the appropriate aid year and click on the link for Terms and Conditions. Read the information carefully and click Accept.

## Accept or Decline your offered Federal Direct Loans

All borrowers must either 'Accept' or 'Reduce/Decline' their offered Federal Direct Loans. You will need to log into your [myVILLE Student Portal](#) and select the "Finances" tab to accept or decline the offered loans. Click on "Financial Aid Awards" and select the appropriate aid year to accept your loan so it can be used as credit toward your bill.

Millersville can only award loans up to your annual limit minus any loan funds received in the current aid year at your previous school. If you had a Direct Loan processed at another institution in the fall semester, make sure to cancel any pending spring disbursements at that institution. You will be placed on a 7-day Transfer Monitoring List to ensure the accuracy of the loans being awarded to you.

## □ Submit copies of any outside scholarship awards

If you are receiving aid from outside sources, please forward a copy of your scholarship award notice or check to the *Office of Financial Aid* and mail the physical check to the *Office of Student Accounts* as soon as possible.

## □ MU Billing Schedule

Millersville University bills per semester and uses electronic billing (e-Bills). As soon as e-Bills are ready, an email notification will be sent to your millersville.edu email address. Parents and others with Third Party Access will receive email notification at the email address provided. You can also sign up for notification via text message. Instructions on setting up Third Party Access and text message alerts are on the Office of Student Accounts (OSA) website. Due dates for general billing are available on the OSA web page at [www.millersville.edu/osa](http://www.millersville.edu/osa) under the heading "Important Dates." In addition, the due date will be available on your e-Bill.

### Fall Semester:

- Bills for the fall semester become available mid to end of July
- Payment is due early to mid-August

### Spring Semester:

- Bills for the spring semester become available mid to end of November
- Payment is due early to mid-December.

e-Bills should be reviewed to determine whether or not there is a remaining balance due. If you have questions regarding your financial aid package, contact the Office of Financial Aid.

## □ Look for additional aid resources

If you need additional money to cover the remaining cost of your education, go to: [www.millersville.edu/finaid](http://www.millersville.edu/finaid) to explore your options:

- [Installment Plan](#)
- [Parent PLUS Loan](#)
- [Private/Alternative Education Loan](#)

## □ Clear your bill with the Office of Student Accounts (OSA)

Millersville University requires confirmation of attendance. Confirmation is required even if no payment is due. Bills can only be cleared once they are fully resolved. All bills must be "cleared", even bills with a zero or (-) credit balance. Bills may be cleared online via the Office of Student Accounts (OSA) web page, the myVILLE Student Portal, the Parent Payment Portal or by calling (717) 871-5101. Failure to clear a bill by due date, even if no payment is due, could result in a late payment fee, and/or cancellation of your class schedule.

If you are expecting a refund, make sure to sign up for [Direct Deposit](#) for a quicker and more secure delivery of your refund!

## □ Need more information?

Contact the Office of Financial Aid:

### Office Hours:

Mon.-Fri. 8am to 5pm  
717-871-5100

**FAX:** 717-871-7980

**Email:** [fa.mail@millersville.edu](mailto:fa.mail@millersville.edu)

### USPS Mailing Address:

Office of Financial Aid  
Millersville University  
P.O. Box 1002  
Millersville, PA 17551-0302

### Address for UPS/FedEx:

Office of Financial Aid  
Lyle Hall, 1st Floor  
40 Dilworth Rd  
Millersville, PA 17551-0302