

TRANSFER STUDENT CHECKLIST

☐ Complete or update your FAFSA Application

To be considered for all types of federal student aid, you must complete Free Application for Federal Student Aid (FAFSA). Federal student aid includes the Pell Grant, SEOG Grant, Federal Direct Loans and PLUS Loans.

- If you haven't completed your FAFSA yet, complete it as soon as possible and make sure to list Millersville as a school that should receive your information so we can send you an Award Letter.
 - Millersville's school code is 003325.
 - There will be applications available for the current and upcoming academic years – you want to make sure to fill out both!
- If you have already completed a FAFSA for the current aid year but did not list Millersville previously, update your FAFSA online by logging into your account at 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.
 - While you are logged in, make sure you also complete your FAFSA for the upcoming year!

☐ Update your 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 and log in to *Account Access*
- Select *Grant Status* for the current year
- Select the *Change School Information Form*

If you are having difficulty updating your school, contact PHEAA at 1-800-692-7392.

☐ Submit copies of any outside scholarship awards

If you are receiving any type of financial aid from an outside source, please notify our office as soon as possible so we can include in your Financial Aid Award Package.

- You can forward a copy of your scholarship award notice to the *Office of Financial Aid*
- Physical checks can be mailed to the *Office of Student Accounts* as soon as possible.

□ Financial Aid Packaging and Award Letters

Transfer Students:

- Millersville University will begin to send Financial Aid Award Letters to prospective transfer students in mid-October. Make sure you have completed the FAFSA application for the current Academic Year so that we can send you your electronic Award Letter!
 - If you have already confirmed your acceptance with Admissions, your Award Letter will be emailed to your Millersville University email account.
 - If you have not yet confirmed your acceptance, your award letter will be sent to the email we have on file!
- Once you receive your award letter in February:
 - [Check out this video to help you navigate and understand your awards!](#)
- If you have not received your award letter by the end of February double check the following:
 - If you just filed your FAFSA in within the past two weeks, our office should be receiving it soon and will be sending out an email with your electronic Financial Aid Award Letter.
 - If you completed your application a while ago, log in and make sure you included Millersville University's school code: 003325. If you have included our school code, please contact our office.

□ Complete any outstanding requirements with MU

The Office of Financial Aid may require additional documentation from you before we can send you an Award Letter. You should have been sent an e-mail to your Millersville University email account notifying you that you have outstanding requirements.

To check your requirements:

- [Log in to your myVILLE Student Portal](#)
- Select the "Finance" tab to view your "Financial Aid Requirements"
- 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 e-mail throughout the summer to ensure you have completed all your requirements for the upcoming year.

□ 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](#). To access your Terms and Conditions:

- [Log in to your myVILLE Student Portal](#)
- Select the "Finance" tab to view your "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; then click on "Financial Aid Awards" and select the appropriate aid year to accept or decline your loan.
 - You must accept your loans and complete the [Annual Student Loan Acknowledgement](#) if you want to use them as credit toward your bill.

Please note, 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.
- If you have never borrowed federal loans, make sure to log into your account at [studentaid.gov](#) and click on the In-School tab to complete the required documents to receive your federal loans.
 - [Loan Agreement \(Master Promissory Note/MPN\)](#)
 - [Entrance Counseling](#)

□ Look for Additional Aid Resources

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

- [Monthly Installment Plan](#)
- [Federal Direct Parent PLUS Loan](#)
- [Private/Alternative Education Loan](#)
- [Veteran Resources \(Student, Dependent/Spousal\)](#)

□ MU Billing Schedule

Millersville University bills per semester and uses electronic billing (E-Bills). As soon as E-Bills are ready, an email notification with step-by-step instructions on how to view your bill will be sent to your Millersville University email.

- See the links provided in the section below *Reminders from the Office of Student Accounts (OSA)* for instructions on setting up third party access and text message alerts!
- E-Bills should be reviewed to determine whether or not you have a remaining balance due to Millersville. Failure to have aid in place by the due date may result in a late fee.

Specific deadlines and due dates for billing are available online under [OSA's Important Dates](#) and will be on your bill. See below for a general billing timeline:

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

☐ Reminders from the Office of Student Accounts (OSA)

The *Office of Student Accounts (OSA)* manages all billing, student payments and student refunds. Check out some important reminders from their office to help you navigate through the billing process and your account!

- [Sign up for MAX Mobile:](#)
With MAX Mobile, you may sign up to receive a text message alert as soon as your tuition E-Bill becomes available. Sign up today via your myVILLE Student Portal!
- [Sign up for Third Party Authorization:](#)
In order for parents (others) to receive an email when bills are available, have access to online billing, and be granted permission to discuss confidential student account information with OSA, Third Party Authorization is required by law. Students can log in to their myVILLE Student portal to begin this process!
- [Sign up for Direct Deposit:](#)
If you are expecting a refund, make sure to sign up for Direct Deposit for a quicker and more secure delivery of your refund!
- [Clear Your Bills with OSA:](#)
Millersville University requires confirmation of attendance, even if no payment is due. To confirm your attendance, make sure to complete the pop-up survey in your MAX account after bills have been generated for the semester. Failure to resolve your bill by the due date, could result in a late payment fee, and/or cancellation of your class schedule.

Click on the link(s) provided above for more detailed instructions. If you have more specific questions regarding your charges and/or the billing process, contact the Office of Student Accounts directly at (717) 871-5101.

☐ Need more information?

Contact the Office of Financial Aid!

Office Hours: *Monday through Friday*

In Person: 8:30am-4:00pm

By Phone: 8:00am-6:00pm

By Email: 8:00am-4:30pm

USPS Mailing Address:

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

Office Location & Contact:

Building: Lyle Hall, 2nd Floor

Phone: 717-871-5100

Fax: 717-871-7980

Email: fa.mail@millersville.edu

Address for UPS/FedEx:

Office of Financial Aid
Lyle Hall, 2nd Floor
40 Dilworth Rd
Millersville, PA 17551-0302