



Ohio Association of Student Financial Aid Administrators

Counselor Checklist

The following checklist is designed to assist you in guiding your students through the financial aid process:

- Encourage students to take the ACT or SAT standardized tests** as soon as possible. Don't forget to have the results sent to any institution they might attend.
- On or before October 1 encourage students to apply for admission**
Note: Students who wish to be considered for financial aid must disclose their Social Security Number during the admissions process.
- Encourage students and parents to apply for their own individual PIN Numbers.**
Register for a PIN at <http://www.pin.ed.gov>
The **student and at least one parent** should register for a Personal Identification Number (PIN). The PIN allows the student and the parent to electronically sign the Free Application for Federal Student Aid (FAFSA). The FAFSA is your application for all federal and state financial aid, including federal student loans.
- Encourage students to investigate** private sources of financial aid for college. Local library, local businesses and civic organizations, place of worship, clubs such as 4H, FFA etc., and their parents' employer(s) and school websites.
- Students can explore their Financial Aid Options**
The student and family can get an early estimate of eligibility for federal student aid by using FAFSA4caster. When they are ready to apply for aid, they can easily transition from FAFSA4caster to *FAFSA on the Web*. Much of the information that was entered in the FAFSA4caster will populate the *FAFSA on the Web* application, making the experience of applying for federal student aid a lot easier.
<http://www.fafsa4caster.ed.gov/>
NOTE: To apply for financial aid the student must complete the Free Application for Federal Student Aid (FAFSA).
- Encourage students to complete any Institutional Scholarship or Aid Applications by the deadlines.**
- Plan and host a Financial Aid Information session for seniors and their families.**

Encourage students and families to attend College Goal Sunday (CGS) where families receive free help completing the FAFSA. – Go to the OASFAA website at www.oasfaa.org and click on College Goal Sunday for more information.