The general process and forms you will need to complete for financial aid are explained below and on the reverse side of this page.

The priority application-filing deadline for the 2012-13 school year is **April 16, 2012**. Applications completed after that deadline will be reviewed and considered as long as funds remain available.

Student financial aid programs covered under these guidelines include all federal and institutional need-based programs and the Parent PLUS loan program.

1. **Free Application for Federal Student Aid (FAFSA)**
   - Complete a **Free Application for Federal Student Aid** (FAFSA). If you completed the FAFSA process for the 2011-12 school year, some information on your 2012-13 FAFSA can be “pre-filled” with prior year's data. Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to complete the 2012-13 FAFSA process. You will need your federal PIN number to access your FAFSA record on line.
   - If you (or your parents) are required to file a 2011 US Income Tax Return with the Internal Revenue Service (IRS), it is recommended that you complete that process before filling out the FAFSA. If you have not completed your tax return yet, you can submit your FAFSA using estimated tax information and correct that information after you file your return.
   - The easiest way to have correct information on your FAFSA is by using the IRS Data Retrieval Tool, available through [www.fafsa.ed.gov](http://www.fafsa.ed.gov). In a few simple steps, you may be able to view your tax return information and transfer it directly to your FAFSA.
   - Be sure to indicate that the results should be sent to the University of Pittsburgh. The University of Pittsburgh federal school code is 008815.
   - **Priority Deadline: April 16, 2012.**

The 2012-13 FAFSA will be available on the web beginning January 2, 2012.

2. **Student Aid Report (SAR)**
   - After you complete your 2012-13 FAFSA, you will receive a Student Aid Report (SAR) directly from the federal processor. In addition the results of your processed FAFSA will be sent to the University of Pittsburgh.
   - Please review your SAR for accuracy. If any of the information is incorrect or incomplete, please correct the information, following the instruction provided with the SAR.
   - If your SAR is correct, you do not need to do anything further. Keep your SAR with your other school records.
   - If you do not receive a SAR from the federal processor within 3-4 weeks of completing the process, you should contact the federal processing center directly for assistance at 1-800-433-3243.

3. **Family Income Verification Process**
   - Each year the US Department of Education selects a percentage of students who complete the FAFSA to have their financial and other data verified. If you and your family are selected for verification, our office will notify you that you need to send us:
     - A copy of the student’s (and spouse’s) 2011 Tax Return Transcript.
     - A copy of the parents’ 2011 Tax Return Transcript.
     - Tax Return Transcripts can be ordered free of charge from the IRS, either online, over the phone, or by completing IRS form 4506–T. To order online, go to [www.irs.gov](http://www.irs.gov), click on “Order a Tax Return or Account Transcript” and follow the instructions provided. To order by phone, call 1-800-908-9946. **Please note: You SHOULD NOT request that the IRS send your tax transcript directly to the University.**
     - A complete, signed copy of the University of Pittsburgh Financial Aid Application Supplement (FAAS). The FAAS is available at our web site: [www.oafa.pitt.edu/fahome.aspx](http://www.oafa.pitt.edu/fahome.aspx), click on “Undergraduate 2012”.
     - You will be asked to mail these materials to:
       - University of Pittsburgh
       - Office of Admissions and Financial Aid
       - 4227 Fifth Avenue, Alumni Hall
       - Pittsburgh, PA 15260
     - **If our office does not receive these documents on a timely basis, you will experience delays in receiving your financial aid.**
4. Pennsylvania Higher Education Assistance Agency Grant PHEAA State Grant Program
   • The Pennsylvania Higher Education Assistance Agency (PHEAA) will use the information submitted on your 2012-13 FAFSA to consider you for a PHEAA Grant. If additional information is needed by PHEAA, they will contact you directly.
   • If you have questions about the PHEAA Grant Application process, you should contact PHEAA directly at 717-720-2800 or by writing them at PHEAA, 1200 North 7th Street, Harrisburg, PA 17102.
   • Deadline: May 1, 2012.

5. Direct Stafford Loans
   - Direct Parent PLUS Loans
     All students who are borrowing for the first time under the Direct Stafford Student Loan program must complete a Master Promissory Note (MPN) and an Entrance Interview to participate in this program. These requirements can be completed online at www.studentloans.gov. Please note that you will need your federal PIN to access this site.

     No Direct Stafford Student Loan funds can be disbursed to a student borrower until the MPN and Entrance Interview requirements are completed with the US Department of Education.

     Parents who want to initiate a Parent PLUS Loan application should complete the Direct PLUS Loan Request. This form is available online at www.oafa.pitt.edu/directplus.aspx. This request will authorize the University of Pittsburgh to perform the credit check with the Department of Education. Once approved, the parent borrower will be directed to complete the Direct Loan PLUS Master Promissory Note (MPN) online at the federal Direct Lending site.

     An undergraduate student whose parent is denied a PLUS Loan, may be eligible for additional unsubsidized Stafford funds. Borrowers in this situation can request the additional unsubsidized funding by choosing this option on the Direct PLUS Loan Request.

6. Some Final Notes
   • Academic Requirements for Scholarship Renewal
     Some scholarships awarded by the University and other agencies may require you to maintain a cumulative grade point average which exceeds the minimum requirements for satisfactory academic progress. Generally renewal of a University Scholarship requires a cumulative 3.0 grade point average. Specific details should be available from the awarding agency or office.

   • Financial Verification and Other Financial Aid
     Your financial aid awards will be made based on financial and other family information submitted by you and your family. In applying for and receiving these awards, you agree to provide any additional financial and other pertinent information to this Office to document your eligibility, if requested. The University reserves the right to review this information and, if necessary, to adjust awards made based on inaccurate or incomplete information at the time corrected information is received. If you receive financial aid from other sources, you are required to report this information to the Office of Admissions and Financial Aid. Other sources include, but are not limited to, tuition remission, resident assistantships, ROTC scholarships, and other outside private grants and scholarships. If the total of your financial aid exceeds your demonstrated federal student aid eligibility, (or, in some cases, the total cost of education) the Office of Admissions and Financial Aid may be required to reduce or cancel awards made to you from federal, state or institutional funds.

   • Satisfactory Academic Progress
     You are required to make satisfactory academic progress and remain in good academic standing with the University in order to retain your eligibility for financial aid. An annual evaluation is made of your academic performance. If you are denied financial aid because of failure to make academic progress or maintain good standing, you have the right to appeal through your Dean’s Office. Specific guidelines and information concerning academic progress and standing are available on request from this Office and at our website at www.oafa.pitt.edu/acadprog.aspx.

QUESTIONS
If you have questions about financial aid, please give our Office a call at 412-624-7488; we will be glad to assist you. Our phone lines are often busy during peak times because we are helping others. Please be patient and try calling again. Thank you. You may also send e-mail to our Office at oafa@pitt.edu and we will respond as quickly as possible.

In addition, you can get more detailed information about the financial aid process and aid programs available at the University of Pittsburgh on the Web at: www.oafa.pitt.edu/fahome.aspx.