

Office of Financial Aid Checklist

- Apply for a PIN if you don't have one or you don't remember your PIN (Applicants and Parent of Dependent Students) at www.pin.ed.gov
- Complete the Financial Aid Application (FAFSA) online at www.fafsa.ed.gov School Code: **010345**
- Apply for Admission to Cincinnati State into an eligible degree or certificate program. Apply early—at least 6—8 weeks prior to beginning enrollment.
- Attend a Financial Aid Literacy Workshop. They are the last Thursday of each month at 1:30pm in 108 ATLC and 5:30pm in 151A (SSRC)
- Check out our website at www.cincinnati.state.edu for important eligibility information including the college catalog.
- Apply for a Cincinnati State Scholarship available at www.cincinnati.state.edu under financial aid and scholarships.
 - Applications require two letters of recommendation
 - All application materials are due no later than March 1 of each year
- Search for external scholarships.
 - List available at www.cincinnati.state.edu under financial aid and scholarships
 - Check search engines and community organizations
 - Check out www.fastweb.com
- Check your College email. All students are issued an email address upon successful completion for admission. All communication from the Office of Financial Aid will be sent to your Cincinnati State email
- Complete a Master Promissory Note (MPN) and Entrance Counseling to accept your loans (if applicable) (see back for detailed instructions).
- View your pending aid on your Registration Statement from MyCState. Your loans will be reflected on your pending aid within 24—48 hours of completion of your MPN and Entrance Counseling.
- Charge books at the college bookstore against your pending financial aid.
 - pending aid must be in excess of your tuition and fees (look for negative balance on your Registration Statement)
 - begins 2 weeks prior to the start of the term
 - up to a maximum of \$550
 - You must wait at least 24-48 hours after the availability of your pending aid, registering for classes or getting your surge card for the pending aid to be activated at the bookstore
- Students owed a refund of financial aid in excess of their tuition, fees and other charges will receive a refund check by mail approximately the 5th week of the term

MyCState...

...your portal to your information

Logging into MyCState

- Go to www.cincinnati.state.edu
- Click on MyCState
- Log In (click on Forgot Password for assistance)

Cincinnati State Email

- All communication from the Office of Financial will be sent to this email address
- Log into MyCState
- Click on SurgeMail (on left)

MyAward

- You will receive an email when this is available to view
- Log into MyCState
- Click on MyServices
- Click on MyAward under Financial Aid

View your Pending Aid

- Log into MyCState
- Click on MyServices
- Click on Registration Statement
- Look at the second page to view your charges, pending financial aid and balance
- A negative balance indicates the amount of pending financial aid financial aid available after your tuition and fees are paid
- A positive balance indicates the amount you owe the college after your tuition and fees are paid

Entrance Counseling and Master Promissory Note (MPN) For Direct Loan Program

- Go to www.studentloans.gov
- Enter your SSN, First Two Letters of Your Last Name, Date of Birth and PIN (if you do not remember your PIN go to www.PIN.ed.gov and click on 'Request a Duplicate PIN')
- Click on 'Complete Entrance Counseling' to get started
- Follow the instructions
- Complete the Entrance Counseling process by Submitting that you have read and understand your 'Rights and Responsibilities'
- Begin the MPN Process by clicking on 'You Can Submit A Master Promissory Note'
- Click on 'Subsidized/Unsubsidized'
- Enter your information, then select 'Ohio' and 'Cincinnati State' and Click 'Continue'
- Expand and read each section, then Check the box indicating that you have reviewed all information and Click 'Continue'
- Enter information for your references and your name (this is your electronic signature) and Click 'Continue'
- View the PDF of your MPN and Print for your Records
- Click submit and receive confirmation of completion

Important Contact Information

Office of Financial Aid (OFA)	(513)569-1530 P (513) 569-1469 F
ITS HelpDesk (MyCState issues)	(513) 569-1234
IRS (tax return transcript)	(800) 829-0922
Selective Service	(847) 688-6888
Department of Homeland Security	(202) 514-2607
Federal Student Aid (FAFSA Help)	(800) 4-FED-AID
COD Originations (MPN and Entrance Counseling Assistance)	(800) 557-7394