

2022-2023 Application Checklist

1

Create Your Federal Student Aid (FSA) ID

- ✓ Visit studentaid.gov and click on "Create Account"
- ✓ Students age 23 and younger must report parent data on FAFSA. Therefore, at least one parent reported on the FAFSA must have a FSA ID in addition to the student. Visit the RCSJ.edu/gc/FinancialAid "Before You Start" webpage for information.
- ✓ Only first-time FAFSA applicants must create FSA IDs. If you are a renewal applicant, you do not need to create a new FSA ID each year.

Read this form in its entirety and complete all 10 steps. Failure to do so may delay the processing of your financial aid.

2

Apply for Federal Financial Aid

- ✓ Complete the 2022-2023 FAFSA and use the RCSJ federal school code **006901**
- ✓ Visit Studentaid.gov for information and to apply
- ✓ **Deadlines:** May 1, 2022 for priority consideration; June 30, 2023 for standard filing

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Apply for State Financial Aid

- ✓ Complete the 2022-2023 application
- ✓ Visit njfams.hesaa.org for information and to apply
- ✓ Complete State Grant Record and comply with all "To Do List" requirements on njfams.hesaa.org by deadlines
- ✓ **Renewal Applicant deadlines**
 - April 15, 2022 — FAFSA filing deadline
 - Oct. 1, 2022 — deadline for completing State Grant Record (fall and spring)
 - March 1, 2023 — deadline for completing State Grant Record (spring only)
- ✓ **New Applicant deadlines**
 - Sept. 15, 2022 — FAFSA filing deadline
 - Oct. 1, 2022 — deadline for completing State Grant Record (fall and spring)
 - March 1, 2023 — deadline for completing State Grant Record for new applicants (spring only)

4

Apply for RCSJ Scholarships

- ✓ Visit RCSJ.edu/Scholarships and select "Sign in and Apply" (use RCSJ-issued username/password)
- ✓ **Deadline:** May 30, 2022 for 2022-2023

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Review Your Student Aid Report (SAR)

- ✓ Sent to personal email address listed on FAFSA
- ✓ States your initial eligibility for aid programs and may ask you to make corrections to FAFSA
- ✓ **Estimated timeline:** 3-10 days after filing online FAFSA or 14-21 days after filing paper FAFSA

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Check RCSJ Email Account

- ✓ Office of Financial Aid will request documentation via "Missing Documentation — Financial Aid" email notification
- ✓ All requested paperwork must be submitted within 15 days of this email
- ✓ **Estimated timeline:** 14–21 days after filing FAFSA with the U.S. Department of Education (may be posted sooner)

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Review Requirements on RCSJ Portal

- ✓ Requested documentation is listed on Portal under "Financial Aid Requirements" section
- ✓ **Estimated timeline:** 14–21 days after filing FAFSA with U.S. Department of Education (may be posted sooner)

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Submit Documents to Office of Financial Aid

- ✓ All requested documentation must be submitted to Financial Aid as one complete, organized file
- ✓ Continue to check RCSJ email and Portal; additional documentation may be requested to clarify discrepancies or make corrections
- ✓ **Deadline:** 30 days after request for documentation (See #6); students are encouraged to submit documents ASAP

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Review Grants and Accept Loans (Optional)

- ✓ Once your file is reviewed, the Office of Financial Aid will package you for the aid in which you qualify
- ✓ Grants and scholarships are automatically accepted to your account. No follow-up action is required
- ✓ Student loans are only offered to your account. If you want to borrow this funding, log into the RCSJ Portal and accept it via the "Financial Awards" section
- ✓ **Deadline:** Immediately after your award is posted to the Portal and you receive the "RCSJ Award Notification" email

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Sign your Master Promissory Note, Complete Entrance Counseling and Annual Student Loan Acknowledgment

- ✓ Complete this step only if you are borrowing loans; loans are optional
- ✓ Visit studentaid.gov (login with student FSA ID)
- ✓ First-time student loan borrowers must sign a master promissory note, complete entrance counseling and annual student loan acknowledgment for the Direct Subsidized/Unsubsidized Loan Program
- ✓ **Deadline:** Immediately after you accept your Direct Loan package through the RCSJ Portal
- ✓ Register/maintain 6-credit enrollment



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