



Financial Aid (FAFSA)

View the [Applying for Financial Aid Page](#) for a variety of resources.

If you have questions throughout the process, please contact the USD Office of Financial Aid to speak with a financial aid counselor by submitting the [Torero Hub Student Inquiry Form](#). Be certain to use your USD email, include your USD Student ID, and indicate your program modality (online or on-campus).

View the [Federal Student Aid Tutorial](#) summarizing the terminology updates and changes to the FAFSA form.

Follow the steps below to complete the financial aid process:

1. If you have not already done so, please [submit/complete your FAFSA](#) application. USD's FAFSA School Code* is 010395-00.
 - *If you are enrolled in the online Master of Theological Studies in Franciscan Theology (MTS-FT) program, you will use the FST FAFSA School Code G11792.
2. After you have submitted your FAFSA, monitor your [MySanDiego student portal](#) for messages and notifications. You should also monitor your USD email, as the Office of Financial Aid will also send communications to your USD email address. It is your responsibility to monitor both the portal and your USD email to progress through the financial aid process.
3. When the award is available in the portal, you will receive an email notification noting your Offer of Financial Aid is available to view on the MySanDiego Portal. You should review and accept an award amount that best fits your financial needs. Please note that you may be offered an award exceeding the amount required to cover the cost of tuition. USD recommends only taking the award amount that you need.
4. The U.S. Dept. of Education may require you to complete Entrance Loan Counseling and a Loan Agreement (Master Promissory Note). All information and instructions for these items can be found within the award on your Financial Aid portal.





- Follow the instructions provided within the award to complete the federal requirements to have the funds posted to your Student Account.
[Download a PDF instruction sheet for navigating the Financial Aid Portal](#)

Important Items to Note

- You are eligible to apply for financial aid at USD if you will be enrolled at least half-time as a regular student in an eligible program.
 - Graduate students are required to be enrolled in at least 4.5 units.
 - Undergraduate students are required to be enrolled in at least 6 units.
- During regular processing periods, the red flags in your portal begin to update 5-7 business days after requirements are completed on www.studentloans.gov. Please do not complete any requirements more than once, as multiple submissions can delay updates. Contact the Office of Financial Aid with any questions by submitting the [Torero Hub Student Inquiry Form](#).
- Federal Direct Loan funds are disbursed no earlier than ten calendar days prior to the first day of the semester.
- If you are interested in pursuing a private/alternative loan, please submit the [Torero Hub Student Inquiry Form](#) to request the necessary documentation.
- Summer requires separate [Financial Aid Applications](#). You must have already completed a FAFSA for that current academic year. The application is located under your My Financial Aid page of the portal, under the Financial Aid Useful Links section on the right-hand side.

Status of Financial Aid Requirements in the MySanDiego portal

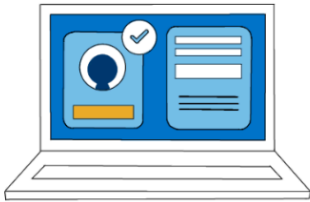
The status of each form appears beside the form link in your Financial Aid Requirements (see key below).

- A green check mark  indicates the form has been received, reviewed, and accepted.
- A red X  indicates the form is Outstanding/Not yet received.
- A circle  indicates the form has been received, but not yet reviewed.
 - Documents submitted in person at the Torero Hub Office, or via email, may take 4-5 business days to show in your Financial Aid
 - Requirements as received and mailed documents may take longer. The review process may take 3-4 weeks, or longer, depending on the time of year.
- An envelope  indicates the form has been received and is incomplete; we emailed your USD email address to explain what is needed

Steps to Complete FAFSA

Step 1:

Create a Studentaid.gov account



Make sure to save your FSA ID

Step 2:

Start the FAFSA Form



A spouse may be required to participate as a contributor for a married student

Step 4:

List Schools you want your FAFSA Information Sent



USD Code: 010395

Step 3:

Fill out Student Demographic Section



Enter Personal Information Exactly as it Appears on your Social Security Card

Step 5:

Supply your Financial Information



Provide Consent and Approval to share IRS tax information

Step 6:

Sign and Submit FAFSA Form



FAFSA Packaging Process

Step 1:
Office of Financial Aid
receives and reviews
FAFSA



Step 2:
Student notified of any
outstanding
requirements



If student does not have
outstanding requirements,
move to step 3



Step 3:
Student satisfies
outstanding
requirements

Step 6:
Student follows loan instructions
provided in the portal to submit
federal loan requirements

Step 5:
Student reviews loan offer
and accepts the loan
amount in the portal



Step 4:
Financial Aid generates
Offer



Step 7:
Office of Financial Aid transmits
loan origination to Dept. of
Education (DOE)



Step 8:
Response from DOE with
completed federal loan
requirements is received and
processed within 5-7
business days. Loan
requirements are satisfied in
the portal.



- If accepted, move to step 9.
- If missing loan requirements,
loan will not be processed.

Step 10:
USD Student Accounts
Office processes the
posting of funds, and
eligible refunds are
issued within 3-5
business days



Step 9:
Funds will be posted to
the student's USD
account on the
scheduled disbursement
date

