CHECKLIST FOR FINANCIAL AID

☐ Apply for Admissions
- o Have College/High School transcripts sent to and verified by the Admissions Office.
- o Make sure that you provide the Admissions Office with an accurate email address and check it often. Also, make sure you check your bulk or spam email box.

☐ Apply for a SFA ID (https://studentaid.gov/h/apply-for-aid)
- o Student and Parent
- o Does not change from year to year. If you already have one, you may skip this step

☐ Submit FAFSA Application (https://studentaid.gov/h/apply-for-aid)

☐ Take Entrance Exam

☐ Look for an email from the Financial Aid Office and send an email ASAP if you have any questions regarding your financial aid. If you do not receive an email, contact the Financial Aid Office at cbulger@rstc.edu after a reasonable amount of time has passed.

☐ Continue to check your email for further requests for documentation. Also, login to your student "Financial Aid portal" on the RSTC website regularly to check the status of your admissions and financial aid requirements.

☐ Return all Verification documents, if requested:
- o Documents requested will be listed in your financial aid portal at (www.rstc.edu) click on the financial aid box located in the middle of the main log in page, sign in using your A# and your six digit date of birth, click on financial aid requirements.

**Please remember, it is the student's responsibility to: File the FAFSA form, request a SFA ID, retrieve SFA ID, add RSTC's school code 005692. Financial Aid personnel are NOT allowed to complete these steps for the student. **