

**Checklist for Students and Parents of  
Entering and Transfer Undergraduate Students, 2024-2025**

**Important things to do by July 1, 2024**

- Complete setup to designate Authorized Users. [Students can set up parents and others now in UVAPay](#). This one is really important! Without this account in place for parents and others who may be helping pay the student's costs, federal law requires that SFS no longer disclose any information about the student account to anyone other than the student.
- [Sign up for Direct Deposit](#) through the student's SIS account

**Term Charges and Payment**

- Review the Fall 2024 Term Charges, **mid-July**
- Pay Fall Semester Balance Due, **August 21, 2024**

**Applying for Financial Aid**

- Complete and submit the [Free Application for Federal Student Aid](#)
- Complete and submit the [CSS Profile](#)
- Check your To Do List in SIS regularly for other required documents and complete and submit them promptly

Applying for a Federal Parent PLUS Loan

- Complete the Federal PLUS Loan Application and Master Promissory Note at <https://studentaid.gov/mpn/parentplus/landing> **after June 1**

**Using Your Financial Aid**

If you have already received your official financial aid offer and want to use your Federal Direct Loan(s):

- Accept or reduce the loan amount in SIS after awards are official, **throughout June and July**
- Complete the Master Promissory Note at <https://studentaid.gov/mpn/>, **no later than August 1**
- Complete the Entrance Counseling at <https://studentaid.gov/entrance-counseling/>, **no later than August 1**

If you have already received your official financial aid offer to use your Institutional or Nursing Loan:

- Accept or reduce the loan amount in SIS after financial aid offers are official, **June and July**
- Complete the Master Promissory Note at <https://www.ecsi.net/promw28/>, **June**

Accepting Federal Work Study Awards

- Accept or reduce the Federal Work Study amount in SIS after awards are official, **June and July**
- Read the email detailing Federal Work Study procedures, **July**
- Review the work study postings in [Handshake](#) at the Career Center website, and apply for a job, **August**

Enrolling in an optional [Payment Plan](#) (This is **optional** for every family, but you must enroll for each semester for which you want to use the payment plan; \$60 per semester fee)

- Sign up for a payment plan through your UVAPay account

#### **Additional Checklist Calendar Items for all Students and Parents**

- Establish a monthly budget for your student for the Fall 2024 and Spring 2025 semesters.
- If you have a state pre-paid educational savings account, **contact the plan administrator early** to be sure they have all they need to get their payment to the University of Virginia before the August and January due dates. UVA will bill the Virginia Pre-paid Education Plan (VPEP) according to the roster they provide us each term. It is still your responsibility to let them know that you wish to have them make a distribution for each term you want them to pay.