



**UNIVERSITY OF THE INCARNATE WORD  
SCHOOL OF PROFESSIONAL STUDIES (SPS)  
FINANCIAL ASSISTANCE CHECKLIST**

4301 Broadway, Box 308  
San Antonio, TX 78209  
Phone: (210) 829-6008  
Fax: (210) 283-5053  
[finaid@uiwtx.edu](mailto:finaid@uiwtx.edu)  
[www.uiw.edu/finaid](http://www.uiw.edu/finaid)

**APPLICATION PROCESS**

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- 1. Create a Federal Student Aid ID (FSA ID) at <https://fsaid.ed.gov>. The FSA ID is used to confirm your identity when accessing financial aid information and electronically signing federal student aid documents.
- 2. Complete the Free Application for Federal Student Aid (FAFSA) at <https://studentaid.gov/h/apply-for-aid/fafsa/>, as early as October 1, to be considered for federal and state aid. **UIW School Code: 003578.**
- 3. Apply for admissions. Find admissions requirements online: <https://sps.uiw.edu/admissions/>
- 4. Search and apply for private scholarships. Find scholarship information from local community/businesses and UIW's Scholarship Resources webpage: <https://www.uiw.edu/finaid/scholarships.html>.

**AWARD PROCESS**

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- 5. After you are admitted, UIW will mail your financial aid award package which can include grants and loan options. This will allow you to compare the total costs versus your financial aid.
- 6. View your awards and requirements using your BannerWeb account. To access BannerWeb, visit <https://www.uiw.edu/finaid/ofa.html>
- 7. Turn in any requested documents (e.g., tax returns, transcripts, etc.)

**FINAL STEPS**

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- 8. After you have registered, review your invoice to determine if your aid has covered 100% of your tuition. If not, consider options such as:
  - Borrowing loans: Contact **Office of Financial Assistance**
  - Payment plan, military discounts, third party/employer payments: Contact **Business Office**
  - Veteran education benefits: Contact **UIW Center for Veteran Affairs Office**
- 9. Submit any outside scholarships in person or by mail. Scholarships can be sent to Office of Financial Assistance, 4301 Broadway CPO 308, San Antonio, TX 78209.
- 10. If borrowing Federal student loans, complete the required Loan Entrance Counseling and sign your Loan Agreement for a Subsidized/Unsubsidized Loan (MPN) online at [studentaid.gov](http://studentaid.gov). Students planning to utilize Federal student loans must be enrolled at least half-time for the overall semester.

**STAY CONNECTED**

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Important reminders and notices will be communicated to you via email or posted as an online resource on our webpage or social media accounts. Be sure to stay connected to keep up with events, upcoming deadlines, scholarship opportunities, loan information, and forms.

<a href="mailto:finaid@uiwtx.edu">finaid@uiwtx.edu</a>	<a href="http://www.uiw.edu/finaid">www.uiw.edu/finaid</a>	<a href="#">UIWFinancialAssistance</a>	<a href="#">UIWFinancialAid</a>	<a href="#">UIWFinancialAid</a>