



## New Undergraduate Student Checklist

Welcome to St. Mary's University! This checklist can be used to ensure you have completed the necessary steps in order for your financial aid to be disbursed.

### ✓ Scholarships/Grants and Student Loans

- Review your paper financial aid award letter or the electronic version under Gateway, accept your award through Gateway. If you would like to reduce the amount of student loans awarded, send an email to our office.

### ✓ Work-Study Program Placement Requirements

- Accept your Work-Study award through Gateway. A link will be emailed to your St. Mary's email letting you know where to apply for a position after June 1st. Please note, due to limited Work-Study funds, we cannot guarantee a job placement for each eligible student.
- The following forms\*\* must be completed with Human Resources, located in St. Louis Hall room 12:
  - \* **Form I-9** (PDF) confirms that you are eligible to work in the United States. Bring two forms of identification along when you return this form in person.
  - \* **W-4 Form** (PDF) documents your income tax withholding preferences.
  - \* **Human Resources Policy** Read thoroughly, then sign and date the Policy Acknowledgement (DOC) form.
  - \* **Payroll Deduction Authorization Form** used only if planning to apply earnings to student account in order to reduce semester balance.

### ✓ Federal Direct Stafford Loans

- To secure the Direct Stafford Loan, all St. Mary's first time borrowers must complete the Master Promissory Note (MPN) and the Entrance Counseling Session at [www.studentloans.gov](http://www.studentloans.gov).

### ✓ PLUS (Parent Loan for Undergraduate Student) & Additional Alternative or Private Educational Loans

- Parents interested in the PLUS loan, please begin the process by completing the Application for Parent/Graduate PLUS Loan.\*\*
- Please contact the Office of Financial Assistance regarding additional private loans options.

### ✓ VA benefits

- For students using VA benefits, please contact our VA Certifying Official, Theresa Barrera by phone or by email at [tbarrera@stmarytx.edu](mailto:tbarrera@stmarytx.edu).

*\*\*All forms and documents (PDFs or DOCs) can be found online under St. Mary's web site.  
<https://www.stmarytx.edu/about/offices/financialaid/undergraduates/forms-and-resources/>*