



Steps for Transferring Financial Aid To USI

Student Financial Assistance Office
University of Southern Indiana
8600 University Boulevard
Evansville, IN 47712
Phone: 812/464-1767 or 800/467-1965

- Use this as a guide by checking off each box as you complete the steps below.**
- Apply for admission as a degree-seeking student at USI. Note: Check the USI Satisfactory Academic Progress Policy carefully if you are transferring in more hours than are normally required for your degree objective. You may be ineligible for aid.
 - Complete the USI Student Financial Assistance University Data Form (UDF).
 - If USI is not listed on your Student Aid Report (SAR), you may add USI to your FAFSA at www.fafsa.ed.gov. Simply select *FAFSA Follow-up* (it will be on the left-hand side), then *Add or Delete a School Code*. USI's school code is 001808. If you don't have a PIN to make the correction on-line, you may obtain a PIN at www.pin.ed.gov or contact the Federal Aid Programs Processor at 800/433-3243 to add USI to your FAFSA. You will need to supply them with your DRN number that is found on your SAR. If you do not have your DRN number, you may contact the Federal Aid Programs Processor at 800/433-3243 to request a duplicate SAR. Students calling from outside the U.S. should use 319/337-5665.
 - Notify your current school of your transfer to USI so they may cancel your aid for the upcoming semester. For example, with the Stafford loan, students transferring at the end of fall must have spring disbursements cancelled with their current school prior to requesting a loan with USI.
 - If you have an Indiana Higher Education Award or 21st Century Scholars Award, or Indiana National Guard Supplemental Grant, contact the State Student Assistance Commission of Indiana (SSACI) about changing schools. To change schools: go on-line at www.in.gov/ssaci/estudent OR, mail a copy of your SSACI grant notification form with the new college choice (USI) noted; OR, fax a written request to 317/232-3260; OR, mail a written request to: SSACI, ISTA Center Suite 500, 150 W Market St, Indianapolis, IN 46204. Sign and date all correspondence. Contact SSACI at 317/232-2350 if you need assistance with this process. For students calling long distance, the number is 1-888/528-4719.
 - If you have a Child of Disabled Veteran and Public Safety Officer Supplemental Grant (CVO), please contact USI to obtain a new application. The application can also be obtained online at www.usi.edu/finaid/sfaforms.asp. USI must have an original application verified by the Department of Veterans Affairs.
 - Contact USI for more information on requesting a Stafford loan and/or applying for a PLUS loan.
 - For the most accurate and up-to-date information, please check your MyUSI regularly!** You can view your awards, check your financial assistance status, and see if there are any requirements that still need to be satisfied.



Steps for Transferring Financial Aid Out of USI

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8600 University Boulevard
Evansville, IN 47712
Phone: 812/464-1767 or 800/467-1965

- Use this as a guide by checking off each box as you complete the steps below.***
- If you have received any financial aid at USI you will need to complete the Cancel Aid Form to have aid cancelled at USI for all future terms. The Cancel Aid Form may be obtained on-line at www.usi.edu/finaid/sfaforms.asp or in the Student Financial Assistance Office. If your financial assistance is not cancelled at USI for all future terms, your new college may not be able to disburse funds.
- If you have received a Stafford Loan at USI you will be required to complete Exit Counseling. Exit Counseling is completed online at www.usi.edu/finaid/exitnew.asp. Your official USI academic transcript will be withheld until this obligation is completed. Note: If you applied for an academic year (Fall and Spring) Stafford Loan at USI, and you transfer at the end of fall, your spring disbursement **must** be cancelled and you must re-apply for a loan at the new college if you want to continue borrowing.
- If you have a housing contract with USI, contact the Residence Life Office to let them know you will not be returning for the next semester.
- If you are enrolled in courses, contact the Registrar's Office about withdrawing. If you do not officially withdraw you may still be required to pay for those courses.**
- Contact the Student Financial Assistance Office at the new college about any institutional financial aid forms you may need to complete.
- If the new college is not listed on your Student Aid Report (SAR), you may have your new college added by making a correction to your FAFSA at www.fafsa.ed.gov (contact the new college for more information).
- If you have an Indiana Higher Education Award, 21st Century Scholars Award, or Indiana National Guard Supplemental Grant go on-line at www.in.gov/ssaci to change your college choice. Contact SSACI at 317/232-2350 or 800/528-4719 if you need assistance with this process (contact the new college for more information).
- If you have a Child of Disabled Veteran and Public Safety Officer Supplemental Grant (CVO), please contact the new college to obtain a new application. The application can also be obtained online at www.in.gov/ssaci. The new college must have an original application verified by the Department of Veterans Affairs. (The CVO fee waivers are available only at state-supported colleges/universities in Indiana.)
- If you were selected for verification and required to submit signed photocopies of your prior year federal tax returns to USI, you may be required to submit them to the new college as well. A verification worksheet should also be completed (contact the new college for more information).
- Contact the Student Financial Assistance Office at your new college for more information about transferring financial aid. They may have additional requirements that need to be satisfied.**