



- 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.
- If USI is not listed on your Free Application for Federal Student Aid (FAFSA), add USI to your FAFSA at [www.fafsa.gov](http://www.fafsa.gov). USI's school code is 001808.
- Once you have been admitted and USI has received your FAFSA results, check your myUSI for important information regarding the following:**
- Financial Aid Eligibility – Students who apply for federal and state financial aid are required by federal regulations to make satisfactory academic progress toward the completion of their degree or certificate program.
  - Financial Aid Estimated Awards – Review your awards and the messages (if any) that correspond to them. Remember, they are subject to change as your FAFSA is updated or corrected or your enrollment changes.
  - Financial Aid Requirements – If you have financial aid requirements that are unsatisfied we cannot review, process or disburse financial aid.

**Don't forget to:**

- Report Outside scholarships - You are required to report all outside resources/scholarships.
  - **Do include** scholarships awarded by your high school, community, church and others; such as Dollars for Scholars and the National Merit Scholarship. Also include Vocational Rehabilitation, UAW, Workforce Development and any other agency that will help with college costs.
  - **Don't include** scholarships, grants and loans awarded by the university, state and the federal government; such as Departmental Scholarships, 21<sup>st</sup> Century, Pell Grants and Direct Loans. Also don't include alternative/private loans.
- Accept/Decline Direct Student Loans – Accept only the amount you need.

Instructions for checking your myUSI may be found online at [www.usi.edu/finaid](http://www.usi.edu/finaid).

- Notify your current school of your plans to transfer to USI so they may cancel your aid for the upcoming semester. For example, with the Direct Student 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 the Frank O'Bannon Grant (also known as the Indiana Higher Education Award), 21<sup>st</sup> Century Scholars Award, or Indiana National Guard Supplemental Grant visit [www.in.gov/sfa/](http://www.in.gov/sfa/) and log on to eStudent to change your college choice.
- If you have a **Child of Disabled Veteran and Public Safety Officer Supplemental Grant (CVO)**, please visit [www.in.gov/sfa/2338.htm](http://www.in.gov/sfa/2338.htm) for the application. USI must have an original application verified by the Department of Veterans Affairs.
- Visit [www.usi.edu/finaid](http://www.usi.edu/finaid) for more information on requesting a Direct Student loan and/or applying for a Direct Parent PLUS loan.



## Transferring Financial Aid From USI To Another Institution

Student Financial Assistance  
University of Southern Indiana  
8600 University Boulevard  
Evansville, IN 47712  
Phone: 812-464-1767 or 800-467-1965  
FAX: 812-461-5305



- Use this as a guide by checking off each box as you complete the steps below.***
- If you have received 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 online at [www.usi.edu/finaid](http://www.usi.edu/finaid). 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 Direct Student Loan at USI you will be required to complete Exit Counseling. Exit Counseling is completed online at [www.usi.edu/finaid](http://www.usi.edu/finaid). Your official USI academic transcript will be withheld until this obligation is completed. Note: If you applied for an academic year (Fall and Spring) Direct Student 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 Housing and 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 Student Financial Assistance at the new college about any institutional financial aid forms you may need to complete.
- If the new college is not listed on your Free Application for Federal Student Aid (FAFSA), you may add your new college to your FAFSA online at [www.fafsa.gov](http://www.fafsa.gov) (contact the new college for more information).
- If you have the Frank O'Bannon Grant (also known as the Indiana Higher Education Award), 21<sup>st</sup> Century Scholars Award, or Indiana National Guard Supplemental Grant, visit [www.in.gov/sfa/](http://www.in.gov/sfa/) and log on to eStudent to change your college choice.
- If you have a **Child of Disabled Veteran and Public Safety Officer Supplemental Grant (CVO)**, please visit [www.in.gov/sfa/2338.htm](http://www.in.gov/sfa/2338.htm) for the application. Your 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.)
- Contact Student Financial Assistance at your new college for more information about transferring financial aid. They may have additional requirements that need to be satisfied.**