



# FINANCIAL AID CHECKLIST

Congratulations and welcome to **Russell Sage College**! We are excited that you will be joining us as a new student. The financial aid office is pleased to provide you with this companion checklist that you can use as you navigate through the steps you need to take this summer in order to be on track to begin your studies at Sage. Below you will find a short list of tasks that need to be completed in order for us to process your financial aid for the upcoming academic year. Your individualized tasks are listed on your MySageAid account, which you can access by logging into Self-Service and clicking on the Financial Aid module. Below is a sample student Task List.

✓ Completed	Submit a Free Application for Federal Student Aid (FAFSA)
⚠ Action Needed	<a href="#">Complete required documents</a>
⚠ Action Needed	<a href="#">Review and accept your Financial Aid Award Package</a>
⚠ Action Needed	<a href="#">Complete Direct Loan Entrance Counseling</a>
⚠ Action Needed	<a href="#">Sign a Direct Loan Master Promissory Note</a>
⚠ Action Needed	<a href="#">Review and sign your Financial Aid Offer Letter</a>

## NEXT STEPS FOR FINANCIAL AID:

- ☐ Log into [Self-Service](#) using the same credentials you use for your Sage email. You can access the Self-Service site directly at [sss.sage.edu](https://sss.sage.edu) or by clicking on the link in Sage's portal at [passport.sage.edu](https://passport.sage.edu).
- ☐ Click on the link for **Financial Aid** to get to your [MySageAid](#) account.
- ☐ Review your **Task List** (see sample above). Completed tasks will be indicated with a ✓ and incomplete tasks that require action will be indicated with a yellow ⚠.
- ☐ Give immediate attention to any tasks that indicate **Action Needed**. Click on the associated links to access the screen where you can complete these tasks.
- ☐ **Complete all tasks before your bill is due on August 1** to ensure that all of your scholarships and loans will be applied toward your bill.
- ☐ **Contact the financial aid office with any questions.** If you haven't received your Financial Aid offer letter yet, or you do not have access to My Sage Aid, this typically indicates that we are awaiting action or documents from you before we can proceed with your package. Submit any missing information right away, or reach out to our office if you are unsure about your next steps. We are here to help and look forward to seeing you on campus!

## Office of Financial Aid

[finaid@sage.edu](mailto:finaid@sage.edu) | 518-244-4525 (Troy) | 518-292-1783 (Albany) | [sage.edu/admission/financial-aid](https://sage.edu/admission/financial-aid)

View Your Personalized Financial Aid Task List: Access My Sage Aid by Logging into [sss.sage.edu/student](https://sss.sage.edu/student)