

FINANCIAL AID CHECKLIST



Congratulations and welcome to Russell Sage College!

Complete this quick Financial Aid Checklist before the start of your first semester.

- STEP 1: Login to Passport** — your online student portal, at passport.sage.edu. Click Self-Service to find MySageAid, where your financial aid details are located.

If you haven't been able to login to Passport yet, contact IT at (518) 244-4777.

- STEP 2: Review your task list.** Completed tasks will be indicated with a checkmark, while incomplete tasks that require action will be indicated with a caution sign. See a sample task list below.

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

- STEP 3: Complete the tasks** that indicate action needed. If your financial aid tasks are not complete this will effect your tuition bill and your ability to register for classes for the spring semester.



ANY QUESTIONS? Contact your Solutions team at solutions@sage.edu or by calling 518-244-2020. Stop in to the library on either campus to chat with the Solutions team in person, Monday-Friday anytime from 9 a.m. to 5 p.m.