



FINANCIAL AID APPLICATION CHECKLIST

1. _____ Complete the **Admission Application** online at <http://www.com.edu/apply>
 - i. Date Admission Application Completed: ____/____/____
2. _____ Submit an **official high school transcript** or the **GED Certificate of Completion** to the Admissions Office.
 - i. Date High School Transcript OR GED Certificate submitted: ____/____/____
3. _____ Request official academic transcripts from all colleges previously attended:
 - i. College #1 Name/Requested On: _____/_____
 - ii. College #2 Name/Requested On: _____/_____
 - iii. College #3 Name/Requested On: _____/_____
 - iv. College #4 Name/Requested On: _____/_____
 - v. College #5 Name/Requested On: _____/_____
4. _____ Apply for a **Personal Identification Number (PIN)** to complete the Free Application for Federal Student Aid (FAFSA) at www.pin.ed.gov.
 - i. Date Requested: ____/____/____
 - ii. Date Received: ____/____/____

NOTE: One parent of a dependent student should also complete this step:
Date Parent(s) Requested PIN Number: ____/____/____
Date PIN Received: ____/____/____
5. _____ Complete the **Free Application for Federal Student Aid (FAFSA)** online at www.fafsa.gov.
 - i. Date Completed: ____/____/____
 - ii. Date Confirmation Email or Student Aid Report (SAR) received from the Department of Education: ____/____/____
6. _____ Review the *Documents* section of WebAdvisor to verify when the FAFSA was received at COM.
 - i. Date FAFSA Received at COM's Student Financial Services Office: ____/____/____
7. _____ Additional documents required to complete your application (per *Documents* section of WebAdvisor)? If yes, list name and date submitted:
 - i. Document #1 Name/Submitted On: _____/_____
 - ii. Document #2 Name/Submitted On: _____/_____
 - iii. Document #3 Name/Submitted On: _____/_____
 - iv. Document #4 Name/Submitted On: _____/_____
 - v. Document #5 Name/Submitted On: _____/_____
8. _____ Verify the date your file is complete and ready to be reviewed by the Student Financial Services Office.
 - i. Date File Is Complete: ____/____/____

PRIORITY APPLICATION COMPLETE DATES: Fall-June 1st; Spring-November 1st; Summer-May 1st if your application complete date (#9) is after our priority complete date you should prepare to pay for your registration and buy your books out-of-pocket. Your financial aid will continue to be processed and you will be refunded your out-of-pocket expenses when your financial aid is awarded, provided you are eligible to receive financial aid.