

## Student Checklist

This is a checklist designed for you, as a student, to help you in through the process in determining and securing your educational funding provided by the Department of Veteran Affairs and CIIS.

- Register with the Department of Veteran Affairs **online** to determine your eligibility: [https://vabenefits.vba.va.gov/vonapp\\_ssl/intro1.asp](https://vabenefits.vba.va.gov/vonapp_ssl/intro1.asp)
- Print** your copy of **Certificate of Eligibility**
- Provide a **copy** of your Certificate of Eligibility to the **Financial Aid Office**
- Coordinate with your Admission counselor to be **fully admitted** into a program
- File your **FAFSA** (Free Application for Federal Student Aid) online [www.fafsa.gov](http://www.fafsa.gov) (CIIS school code is **012154**)
- Accept** your awards online:  
<https://finaid.ciis.edu> (use Firefox or Internet Explorer, Safari is not supported)  
Login: Student ID (contact Admissions for this number)  
PIN: This will be the last 4 digits of your social security number  
Note:  
To download Firefox, go here: <http://www.mozilla.com/en-US/firefox/ie.html>  
To download Internet Explore, go here: <http://www.microsoft.com/windows/internet-explorer/default.aspx>
- Complete your Loan Entrance counseling online: [www.studentloans.gov](http://www.studentloans.gov)
- Complete your Master Promissory Note online: [www.studentloans.gov](http://www.studentloans.gov)