

1. Log into [Financial Aid Self-Service Portal](#) with your username and password.
2. From the VU Self-Service homepage select **Financial Aid**.
3. Select **2024 Fall – 2025 Summer** in the Award Year drop-down box.
4. Select **Review and Accept your Financial Aid Package**.
  - a. Review all awards and Accept and/or Decline any awards with a **Offered** status.
  - b. Loan(s) offered are your maximum eligibility.
  - c. If you only need to borrow a portion of the federal loan(s), indicate the amount next to each loan and submit for review. The Financial Aid Office will review the request and change **Pending** to **Accepted** status in your financial aid package.
  - d. If accepting federal loan(s), review the **Loan Requirements Checklist** at the bottom and complete the required Direct Loan Master Promissory Note and Entrance Counseling.
5. Scroll to the top of the page and select **Financial Aid**. Select **Required Documents** from the drop-down menu and complete the following steps:
  - a. Review document(s) with an **Incomplete** status.
  - b. Select **Manage** to upload required documents.
  - c. When refreshed, the uploaded documents will show as **Pending Review**. While in **Pending Review**, you can edit uploads by selecting **Manage** to add/delete items.
  - d. Once reviewed, the item(s) will show as **Received** or **Incomplete**. Missing and/or incomplete documents must be submitted to the Financial Aid Office before financial aid can be processed.
6. Monitor your Vanguard email for missing/incomplete document(s) and financial aid updates.
7. Submit all required documentation by June 1 to ensure all financial aid reflects on your student account prior to the **Student Account Clearance August 1 deadline**.