

## WHY DON'T I HAVE AN AWARD LETTER?

Why don't I have an award letter? Have I been selected for verification? Do I need to submit any documents to get my financial aid?

How do I know?

It's simple; you will find the answer to all these questions on CougarNet.

1. Log onto CougarNet at [www.siu.edu/COUGARNET](http://www.siu.edu/COUGARNET);
2. Click on "Enter CougarNet Secure Area;"
3. Log in with your university ID number (begins with 8) and your CougarNet PIN;
4. Click on "Financial Aid" (3<sup>rd</sup> option);
5. Click on "Eligibility" (2<sup>nd</sup> option);
6. Click on "Student Requirements" (1<sup>st</sup> option);

If you were selected for verification, you will see a list of requested documents under "Unsatisfied Requirements." Under "Status" if the document says "Established," that means the document is being requested and has not been received by the financial aid office. If any of these documents are printed in a different color than the rest, like Institutional Verification Form, you can click on that form and you will be linked to the "Forms" page on the financial aid website. Find the name of the form in the list and click on the Adobe Acrobat icon under the appropriate year column. This will download the form; then you need to print the form.

Gather all the requested documents together and put the student's name and university ID number on the top of all the pages. **Make sure the tax forms have been signed** and all the forms are legible. Submit the documents to the Office of Student Financial Aid by bringing them into the office in person, mailing them through the U.S. mail, or faxing them to 618-650-3885.

When your documents have been received by the Office of Student Financial Aid, you will see them listed under "Satisfied Requirements" and the "Status" will be "Complete."