

### Purpose

This tutorial provides guidance on determining which documents are required to complete the Financial Aid application process.

### Step 1

Go to your [myGSU Portal homepage](#). Log in to the portal using your GovState username and password.

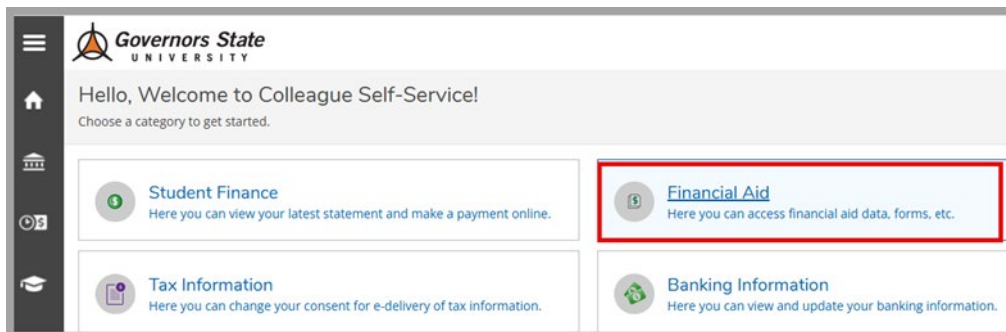
### Step 2

Click the **Self-Service Button**.



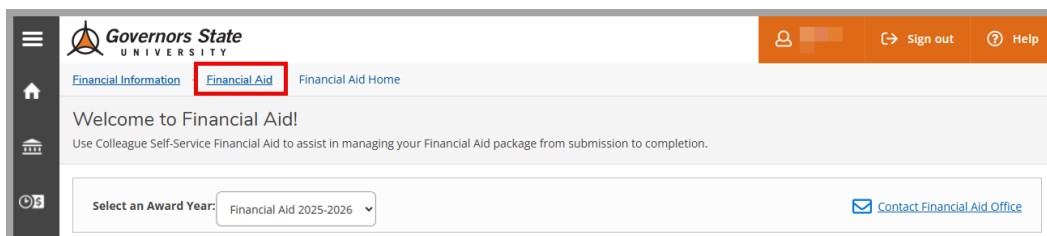
### Step 3

When the Self-Service menu opens, click the **Financial Aid link**.



### Step 4

The Financial Aid Self-Service homepage will open.



### Step 5

On the right-hand side of the homepage, you can find **Financial Aid Resources**. Depending on the size of your screen, you will find **Financial Aid Resources** either on the lower right side of the page or as a tab at the top, along with Checklist, Financial Aid Counselor, and Pell Lifetime Eligibility Used.

# View My Required Documents

## Financial Aid - Online Services Tutorial



**Checklist**

✓ Completed	Submit a Free Application for Federal Student Aid (FAFSA)
✓ Completed	Complete required documents
✓ Completed	Your application is being reviewed by the Financial Aid Office
⚠ Action Needed	<a href="#">Review and accept your Financial Aid Award Package</a>
✓ Completed	Complete Direct Loan Entrance Counseling
✓ Completed	Sign a Direct Loan Master Promissory Note Your MPN Expires on 7/15/2035

Pell Lifetime Eligibility Used

Pell Lifetime Eligibility Used ✓	400.000%
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Financial Aid Counselor

Office of Financial Aid [708-534-4480](tel:708-534-4480) [Contact Financial Aid Office](#)

**Resources**

**Form Links**

[Loan Reduction Form](#)

**Helpful Links**

[Master Promissory Note](#)

[FAFSA Application](#)

[PLUS Loan Application - FSA](#)

[PLUS Loan Application - GSU](#)

[NSLDS Information](#)

[Entrance Counseling](#)

[Scholarship Information](#)

[GSU Forms and Publications](#)

[GSU Financial Aid](#)

[IRS Transcript Request](#)

Or

**Checklist** **Financial Aid Counselor** **Resources** **Pell Lifetime Eligibility Used**

**Checklist**

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### Step 6

To get to Required Documents, click the **Financial Aid tab** at the top of the page. A dropdown will appear.

**Governors State UNIVERSITY**

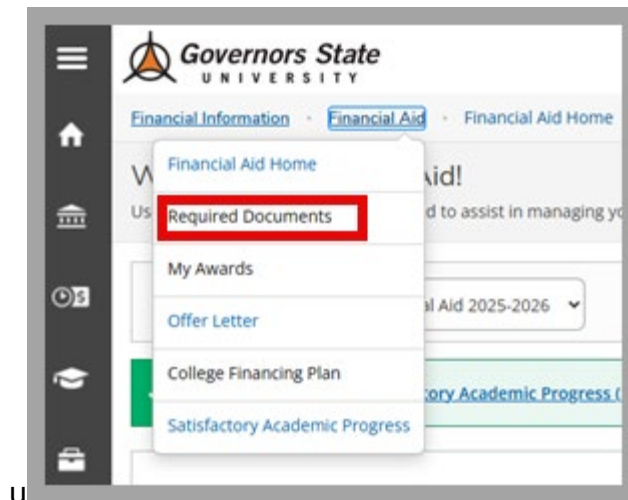
[Financial Information](#) **Financial Aid** [Financial Aid Home](#)

Welcome to Financial Aid!  
Use Colleague Self-Service Financial Aid to assist in managing your Financial Aid package from submission to completion.

Select an Award Year: [Financial Aid 2025-2026](#) [Contact Financial Aid Office](#)

### Step 7

Choose **Required Documents** from the dropdown.



### Step 8

The **Required Documents** page will open in a new window. Each item listed requires your attention and must be completed to be considered for Financial Aid. Select the links within the list to access the corresponding forms or information needed to fulfill each requirement.

Select an Award Year: Financial Aid 2025-2026		<a href="#">Contact Financial Aid Office</a>		
Document	Explanation	Due Date	Status	Attachments
Government Issued Photo ID	As part of the verification process, you must appear in person at Governors State University Office of Financial Aid to verify ... <a href="#">more</a>			
Educational Purpose Form	As part of the verification process, you must appear in person at Governors State University Office of Financial Aid to ... <a href="#">more</a> <a href="#">Identity and Statement of Educational Purpose Form</a>			
25/26 Student Non-filers Stmt	Please submit the Student Non-Filer Statement. <a href="#">Student Non-Filer Statement</a>			<a href="#">Manage</a>
Independent Verification Form	Please submit the Independent Verification Form. <a href="#">Independent Verification Worksheet</a>			<a href="#">Manage</a>
Income Verification Form Indp	Please submit the Income Verification Form. <a href="#">Income Verification - Independent</a>			<a href="#">Manage</a>
Independent IL Residency	Please submit Proof of IL Residency. <a href="#">Acceptable Proof of Illinois Residency</a>			<a href="#">Manage</a>

If you have any questions, please contact the Office of Financial Aid & Scholarships.

### Contact the Office of Financial Aid & Scholarships:

- Phone: 708.534.4480 or ext. 4480
- Email: [faid@govst.edu](mailto:faid@govst.edu)