



# HOW TO CREATE A STUDENTFORMS ACCOUNT TO COMPLETE FAFSA VERIFICATION & ELIGIBILITY



Student Financial Aid  
and Scholarships

*Office for Student Success*

# STEP 1: SIGN INTO YOUR MYUK ACCOUNT AT [HTTPS://MYUK.UKY.EDU](https://myuk.uky.edu)



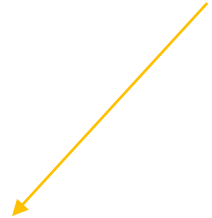
Sign in with your linkblue account

Sign in

Please login with your linkblue account and password.  
[Can't access your Account?](#)

**NOTICE:** This is the University of Kentucky computer system, which may be accessed and used only by authorized persons. Each user is responsible for adhering to the highest standard for ethical, responsible, and considerate use of technology resources. Under no circumstances can University technology resources be used for purposes that are illegal, unauthorized, or prohibited by law or University regulations, policies, procedures, or directives. Use of this service or any other University service is subject to Administrative Regulation (AR) 10:1.



# STEP 2: SELECT THE “STUDENT SERVICES” TAB

myUK

Student Services

myPage | myInfo | myRecords | Admissions | Degree Planning and Registration (myUKGPS) | Financials | UKAlert

Fall Semester

Switch to a different year and ...

### My Schedule

COURSE	CREDITS	STATUS	GRADES
<b>MKT 600</b> Section 203 <i>Fully Online</i>	3.0 Credits	Enrolled	*** / ***
<b>MKT 615</b> Section 201 <i>Fully Online</i>	3.0 Credits	Enrolled	A / ***
<b>MKT 625</b> Section 201 <i>Fully Online</i>	3.0 Credits	Enrolled	*** / ***

Total credits: **9.0 Credits**

### My Privacy Settings

**Opt Out of Directory Information**  Off

When this option is set to 'on' the University is not permitted to release directory information without the consent of the student. Directory information is information that is generally not considered to be harmful or an invasion of privacy if disclosed. You can find a full list of these items on the Office of the University Registrar's [Family Educational Rights and Privacy Act](#) page.

Please note opting out of directory information will prevent the University from being able to disclose information such as major, dates of attendance, enrollment status, as well as degrees and awards received to any potential employer or other third-party seeking verification. You will be required to provide written consent or have the Opt Out option set to 'off' for the University to verify this information.

Log Off

History Back Forward

Feedback

# STEP 3: SELECT THE “FINANCIALS” TAB > “FINANCIAL AID” TAB

The screenshot displays the myUK Financials interface. At the top left is the myUK logo. A navigation bar contains the 'Financials' tab, which is highlighted with a yellow arrow. Below this, a 'Detailed Navigation' sidebar on the left shows the 'Financial Aid' sub-tab, also highlighted with a yellow arrow. The main content area is titled 'Financials' and includes sections for 'Web Payment Services' (Account Balance: \$0.00, View Account Details / Make Payments), 'Installment Payment Plan' (no plan available), 'Guest Payments' (no guest payer accounts), and 'Account Statements' (listing October 2023, September 2023, and August 2023). On the right, 'Important Information' states that account payments are due on or before the 22nd of each month, with a 1.5% late fee. A 'FINANCIAL AID' section provides instructions on how to access requirements and contact the Financial Aid Counselor. A 'DIRECT DEPOSIT' section notes that direct deposit for refunds is now mandatory.

# STEP 4: SELECT THE “REQUIRED DOCUMENTS” TAB

University of Kentucky Financial Aid & Scholarships

Home **Required Documents** COA Budget View & Accept Offers Loans College Financing Plan

## Financial Aid & Scholarships

Here are some general guidelines for managing your financial aid. Each of the items below should be reviewed until your award package is complete and credited to your student account.

- 1 Submit any required documents to finalize your award offers**  
1 document needs your attention
- 2 Review and accept applicable Terms and Conditions to accept your award offers**  
Accepted Terms and Conditions for Federal Aid on 8/1/2023
- 3 View and Accept your award offers**  
1 award to review and accept or decline

### IMPORTANT INFORMATION

#### 2023-24 Academic Year

#### Financial Aid

If you have not already done so, file the [2023-24 Free Application for Federal Student Aid \(FAFSA\)](#). UK's federal school code for the FAFSA is 001989.

- Aid offers are processed weekly for **incoming students** who have been admitted and filed a FAFSA.
- Aid offers are processed weekly for **continuing students** who have been admitted and filed a FAFSA. (Note: Aid offers are not complete until students are sent a Financial Aid

**Academic Year** 2023 to 2024

**Overview**

<b>Estimated Financial Aid Student Budget</b> Estimated cost of attendance	\$36,089.00
<b>Total Financial Aid Offered</b> Total amount of financial aid offered from all sources	\$31,876.00
<b>Loan Payback Amount</b> Total amount of this year's loans which you will be required to pay back	\$10,250.00

**To Do**

- 1 Documents  
1 document not received
- Accepted Terms and Conditions for Federal Aid  
Accepted on 8/1/2023
- View and Accept Offers  
1 offer to review

**Notification Delivery**

**Email Correspondence** Any email correspondence from the University of Kentucky regarding your financial aid will be sent to your official

# STEP 5: SELECT “REVIEW & SUBMIT YOUR REQUIRED DOCUMENTS”

**University of Kentucky** Financial Aid & Scholarships Madeline Buskirk (12649573)

Academic Year: 2023 to 2024

**Overview**

Estimated Financial Aid Student Budget	\$36,089.00
<small>Estimated cost of attendance</small>	
Total Financial Aid Offered	\$31,876.00
<small>Total amount of financial aid offered from all sources</small>	
Loan Payback Amount	\$10,250.00
<small>Total amount of this year's loans which you will be required to pay back</small>	

**To Do**

- Documents**  
1 document not received
- Accept Terms and Conditions for Federal Aid**  
Accepted on 8/1/2023
- View and Accept Offers**  
1 offer to review

**Notification Delivery**

**Email Correspondence** Any email correspondence regarding your financial aid will be sent to your official

**Required Documents**

The documents required for your financial aid application are listed below. Your request for financial assistance cannot be processed until all required documents have been received and/or processed. Review the status of the required documents listed below and take any necessary action required to complete the application process.

**Documents That Need Your Attention**

Any Documents listed are required before your award is final. Any award offers you may see are tentative and may change. You will receive an email message to accept your award when it is complete. The message will be sent to your UK email account.

**Verification and Eligibility Documents Required**  
Not Received

**Instructions:**  
We need to collect additional documentation before your financial aid eligibility can be determined. Please **review and submit your required documents** as soon as possible to avoid delays or cancellation of your financial aid offers.

First-time users will be prompted to confirm their name, SSN and date of birth.

For additional questions or concerns, please [contact us](#).

**Received or Waived Documents**

These documents require no further action from you.

**FAFSA Received by University of Kentucky**  
Your Free Application for Federal Student Aid (FAFSA) has been received and evaluated by the University of Kentucky's Office of Student Financial Aid and Scholarships (OSFAS). At

# STEP 6: ENTER YOUR INFORMATION & REGISTER YOUR STUDENTFORMS ACCOUNT



## Register Account

This page will automatically close and log you out in 01:37

\* Required

### Confirm Student Information

Information provided in the fields below must match information provided on the Free Application for Federal Student Aid (FAFSA). Please ensure all four pieces of information match to what you provide on the FAFSA. If you have not submitted a FAFSA to your school, please ensure that the information below matches the information your school has on file.

\* First Name

You must enter your first name.

\* Last Name

You must enter your last name.

\* Date of Birth

You must enter your date of birth.

\* Social security number

You must enter your social security number.

\* Preferred Email

You must provide an email.

\* Confirm Email

The confirmation email address you entered does not match the original email address.

Phone Number

Provide a phone number to subscribe to mobile phone text messages for account updates.

(Standard text message charges apply)



Register Account

# STEP 7: VIEW THE TASK THAT NEEDS ACTION TAKEN & SUBMIT THE REQUIRED DOCUMENTS

The screenshot displays the StudentForms application interface. On the left is a navigation sidebar with icons for 'Needs Action', 'Completed Actions', 'My Docs', 'Activity', and 'Contact Us'. The main content area is titled 'StudentForms' and features a 'Needs Action' notification card. The card contains a circular progress indicator with the number '1' and the text 'Task Left'. To the right of the indicator, the text reads '2023-2024 Verification' with a sub-status 'Status: Collecting Documents'. Below this, a progress summary shows 'Needs Action: 1' and 'Submitted: 0'. A yellow arrow points from the right side of the notification card towards the center of the screen. At the bottom center of the main area, the text 'Version 22.42.19754' is visible.





## **NEXT STEPS**

Once you have submitted all required documents, the Office of Student Financial Aid will be notified and begin review of the submitted documentation. If we need any additional documentation, you will receive a communication.