
NORTHWESTERN UNIVERSITY STUDENT FINANCIAL SERVICES

555 CLARK ST, 1st Flr EVANSTON, IL 60208 FAX (847)467-2451 EMAIL: gradfinaid@northwestern.edu

LOAN CHECKLIST FOR 2007/08

STEP 1: If you are applying for **federal** loans (Perkins, Staffords, GradPLUS)

- Complete the **Free Application for Federal Student Aid (FAFSA)** for 2007/08

STEP 2: If you are any of the following:

- o a continuing student (all programs)
- o a PhD student (all programs)
- o a new student in one of the following programs; Creative Writing, Healthcare Quality and Patient Safety, Literature, Liberal Studies, Master of Fine Arts, Plant Biology & Conservation

- Complete the **Request for Student Loans form** for 2007/08

STEP 3: Once your loan eligibility has been determined*, you will receive an email award notice providing further [instructions](#).

- Accept or decline your **Financial Aid Award** online via [CAESAR](#).
- First-time (at NU) Federal **Stafford** Loan borrowers: at the time you accept your award online via CAESAR, you will be required to select a [lender](#) via CAESAR. You are also required to complete the [online Stafford Entrance Counseling](#) at this point. (If you previously borrowed Federal Stafford Loan funds while a student at NU, you are not required to complete another entrance interview.)

***For students receiving assistance other than loans, your funding must be entered before your loans can be processed. If your program provides TGS with this information on a quarterly basis, your loan request will be processed on a quarter by quarter basis as well.**

STEP 4: If applicable:

- If you are awarded a 2007/08 Federal **Perkins** Loan, and have not completed a Perkins entrance interview and Master Promissory Note (MPN) via the Campus Partners website, you will receive an email from Campus Partners with instructions for completing your online entrance counseling and loan application. (Students who previously completed a Perkins entrance interview and MPN through Campus Partners are not required to do so again.)
- First-time (at NU) Federal **Stafford** Loan borrowers must complete a Master Promissory Note (MPN). (Students who previously borrowed Federal Stafford Loan funds through the same lender while a student at NU, are not required to complete another MPN.)
- o If you selected a preferred lender via CAESAR (Step 3), your lender will contact you by email to complete your MPN online at their website.
 - o If you did not select one of the preferred lenders, print and complete a paper [MPN](#) and mail it to the address at the top of this page.
- If you require [supplemental funding](#), you may complete the Federal GradPLUS and/or private alternative educational loan applications online at the lender's website.
- Submit copy of your **Employer's Tuition Reimbursement Policy** (if applicable).
- Complete the **Request for Aid Review form** (if applicable) and submit documentation of additional expenses (medical, childcare, dissertation, etc.).

NOTE: Loans are not extended automatically. You must reapply for loans each academic year. All email communication is sent to the student's Northwestern University email address.

YOU HAVE THE RIGHT TO CANCEL ALL OR A PORTION OF YOUR LOANS AT ANY TIME. ALL SUCH REQUESTS MUST BE SUBMITTED IN WRITING TO STUDENT FINANCIAL SERVICES, VIA EMAIL FROM YOUR NU EMAIL ADDRESS TO gradfinaid@northwestern.edu, BY FAX (847)467-2451, OR AT THE ABOVE ADDRESS.