

NORTHWESTERN UNIVERSITY - STUDENT FINANCIAL SERVICES

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

LOAN CHECKLIST FOR 2009/2010

STEP 1: **Complete the online Free Application for Federal Student Aid (FAFSA) for 2009/2010** to determine your eligibility for federal loans (Perkins, Staffords, GradPLUS). Use school code 001739 to designate NU as a recipient.
*******The FAFSA must be completed every academic year.*******

STEP 2: **Complete a 2009/2010 Request for Student Loans form*** if you are a:

- o continuing student (all programs)
- o PhD student (all programs)
- o new student in any of the following programs:
 - Healthcare Quality and Patient Safety
 - Master of Fine Arts
 - Plant Biology & Conservation

* You can complete the form online via the link in your To Do List on CAESAR. If the link is unavailable, print the [PDF](#).

WAIT: You will receive an **email award notice** once your loan eligibility has been determined.
(NOTE: If you are receiving assistance other than loans (scholarships, fellowships, grants, etc.); your funding must be processed before your loan eligibility can be determined. If your program provides The Graduate School with this information on a quarterly basis, your loan(s) will be processed on a quarter by quarter basis as well.)

STEP 3: **Accept or decline** your loans online via [CAESAR](#).
If you are borrowing Stafford Loan funds for the first-time at NU, you will be required to **select a lender** at this time.

STEP 4: **Complete the Perkins Loan requirements** if you were awarded a 2009/10 Federal Perkins Loan AND have not previously completed the Perkins loan requirements via the Campus Partners website. **Please wait** until you receive an email from Campus Partners with further instructions. (If you completed your Perkins loan requirements through Campus Partners in a prior year at NU, you are not required to do so again.)

STEP 5: **Complete online Stafford Entrance Counseling** if you are borrowing a Federal Stafford Loan for the first-time at NU. This is a federal requirement. Copy and paste the URL from your To Do List on CAESAR.

STEP 6: **Complete the Stafford Loan Master Promissory Note (MPN)** if you are borrowing a Federal Stafford Loan for the first-time. (If you previously borrowed Federal Stafford Loan funds through the same lender, you are not required to complete a new MPN. However, if the funds were borrowed prior to attending NU, please notify Student Financial Services so they can determine (with your lender) whether your MPN is still valid.)

- o If you selected a preferred lender when you accepted your loan(s), **please wait** for an email with instructions for completing the MPN on your lender's website.
- o If you did not select one of the preferred lenders, please provide Student Financial Services with the full name and address of your lender. It will be your responsibility to contact your lender to complete the MPN.

STEP 7: **Complete your supplemental/alternative loan application** if you require [supplemental or alternative loan](#) funds.

- o Please complete the educational loan application online at your lender's website.
- o IF you are borrowing a **Federal GradPLUS Loan** for the first-time at NU, federal regulations require you to complete online entrance counseling. Copy and paste the URL from your To Do List on CAESAR.

STEP 8: **Complete a Request for Financial Aid Review form** ([PDF](#)) if Student Financial Services has informed you that you have borrowed the maximum amount of loans for which you are eligible and you wish to submit an appeal for additional loan funds. Supporting documentation of your extra expenses (medical, childcare, dissertation, etc.) must accompany the form.

NOTE: All email communication referred to above will be sent to your NU email address.

LOANS ARE NOT EXTENDED AUTOMATICALLY. YOU MUST REAPPLY FOR LOANS EACH ACADEMIC YEAR.

YOU HAVE THE RIGHT TO CANCEL ALL OR A PORTION OF YOUR LOANS AT ANY TIME DURING THE ACADEMIC YEAR IN WHICH THE FUNDS WERE BORROWED. ALL SUCH REQUESTS MUST BE SUBMITTED IN WRITING TO STUDENT FINANCIAL SERVICES; BY EMAIL FROM YOUR NU EMAIL ADDRESS TO gradfinaid@northwestern.edu, BY FAX TO (847)467-2451, OR TO THE ADDRESS AT THE TOP OF THE PAGE.