2009 2010
STAFFORD LOAN INSTRUCTIONS

1. PIN (Personal Identification Number)
2. 2009-2010 FAFSA (Free Application for Federal Student Aid) available at www.NGS.edu or www.FAFSA.ed.gov
3. Federal Stafford Loan Master Promissory Note Completed Online via the NGS website
4. **Original** 2009-2010 Verification Worksheet must be mailed to the address below
5. Federal Student Loan Entrance/Exit Interview must be completed Online via the NGS website
6. A **signed copy** of the **2008** Income Tax Return must be mailed, e-mailed or faxed to the Financial Aid Officer at FinancialAid@NGS.edu

Five Step Instructions - READ CAREFULLY AND COMPLETE CHECKLIST - Mail all documents to:
The National Graduate School, Attn: Financial Aid Department, 500 Victory Road, North Quincy, Massachusetts 02171.

☐ **Personal Identification Number (PIN):** You must get a pin number first before filling out your FAFSA. The pin number serves as your identifier, in order to access your personal information in various U.S. Department of Education systems. The pin allows you to sign your Federal Student Aid application online.

- Log on to: www.pin.ed.gov and click on "Apply for Pin "at the bottom of the page. You can choose to receive your pin via e-mail notification or regular mail. PIN customer service is 800-433-3243 for help.
- Submit your name, date of birth, and social security to receive a pin. If you completed a FAFSA last year, you may have a pin automatically sent to you.

☐ **2009-2010 Free Application for Federal Student Aid (FAFSA):** This application must be completed electronically to qualify for a government guaranteed student loan.

- Log on to: www.fafsa.ed.gov and complete. FAFSA customer service is 800-433-3243 for help.

Information you will need to complete the FAFSA application is:

- A copy of your 2008 Income Tax form and, if applicable, copies of your spouses tax forms, which have been **signed** by the taxpayer(s).
- College code for The National Graduate School (NGS) is G35043.
- E-signature is required for the PIN.

The loan process cannot begin until you have successfully submitted your signed FAFSA.

☐ **Federal Stafford Loan Master Promissory Note: (You have the option of choosing any bank.)**

- Ensure your references reside at two different addresses and include their relationship to you.

Key Points to Remember:

- Indicate whether or not you want to pay the unsubsidized interest while you're in school.
- Electronically sign and submit your Master Promissory Note.

☐ **2009-2010 Verification Worksheet:**

- Complete and sign the form for an Independent Student and submit the signed original.

Key Points to Remember:

- Always keep in mind the total amount of other sources of funding you will be receiving, besides the Stafford Loan because this is part of the Verification process. If you do not have the answer to this question, you need to contact your Education Service Officer (ESO), VA Office, or Human Resource Department.
- If you are still a Dependent student, please contact NGS.

☐ **Federal Stafford Loan Entrance and Exit Interviews:**

- Complete your Entrance Interview online (recommended).
- Click on, "Online Counseling", and then "Entrance Counseling".
- Review your rights and responsibilities, continue, answer the questions, submit, enter contact information and submit.
- The NGS Financial Aid Office will be notified when you have completed your Entrance Counseling.
- The Exit Interview is completed before graduation.