Instructions for Applying for a Stafford Loan 2014-2015

Please note that all correspondence and/or questions regarding Financial Aid for EMBA & EMHCM, and GLBL-HTM students should be forwarded to the Financial Coordinator, Lisa Smith, in the Department of Executive Education (phone: 504-280-6970 or email: iverde@uno.edu).

1) Apply for a Stafford Loan
   a. Go online to http://www.fafsa.ed.gov
   b. Click on “Fill out A FAFSA” and complete the FAFSA application online for 2014-2015 (when entering your financial information, please choose to access your information directly from the IRS website)
   c. Request a PIN for electronic signature (This will take a few days to get to you)
   d. Fill out the application. UNO School Code: 002015
   e. Once you have received your PIN by email, go back to the application and sign your application electronically online - ***keep your PIN handy because you will to use it to complete your MPN
   f. Once you receive your confirmation number, (a number beginning with a letter) email us with the number – or – FAX your confirmation to 504-280-6007.
   g. You’ll receive an e-mail with a link to your online Student Aid Report (SAR) within 5 days. Check your SAR carefully to make sure your responses are correct. If you applied early and estimated your income and taxes, go back and compare your SAR answers with your W-2 forms and IRS tax returns. Correct any answers as necessary.
   h. You can check, correct, and print your processed information at any time on the FAFSA Web site, using your PIN.

2) Federal Direct Loan Processing
   The Department of Education has launched a new Web site that will serve as a portal for Direct Loan borrowers to manage their Direct Loans. The new Web site is www.StudentLoans.gov where borrowers will use the website to:
      a. Complete Stafford Entrance Counseling Session
         a. Choose Entrance Counseling
         b. Click on Stafford Loan
         c. Follow the instructions
         d. Forward your Confirmation number to iverde@uno.edu
      b. Complete a Direct Loan Electronic Master Promissory Note (“MPN”)
         This form must be completed and returned to our office as soon as possible. Your loan will not be disbursed without completion of this form.
         You will need the same PIN that you used for your FAFSA to electronically sign the note. If you do not have a PIN, you may obtain one via www.pin.ed.gov

3) Accept your Award
   You will receive an email indicating your financial aid award amount. At that time, you should accept your award online. If you decide to do it online, here is the process:
   b. Your acceptance of an award will be displayed as anticipated Aid on customer account.
   c. Forward these forms to iverde@uno.edu or fax to (504) 280-6007.

4) Submit Verification Worksheet
   You will only have to complete these documents if FAFSA requests it. The Executive Education Office will contact you for additional forms at that time.