



## Financial Aid Checklist for FFELP/Stafford Loan

Below are the steps you will need to take when applying for a federally guaranteed student loan -- Federal Family Education Loan Program (FFELP) Stafford Loan. As a *virtual student* it is assumed that you will be filing for financial aid electronically. This checklist describes the electronic process. Before the financial aid can be applied to your account, you must be registered as a Seton Hall University student.

To be considered for any federal or state financial aid programs administered by Seton Hall University, students must fill out the Free Application for Federal Student Aid (FAFSA) (step 3) and complete the Entrance Interview (step 1).

| Date | Steps  |
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|      | <p>1. <b>Read the information on Stafford loans</b> and then <b>complete the Entrance Interview</b> at <a href="http://www.mapping-your-future.org">www.mapping-your-future.org</a>.</p>   |
|      | <p>2. You will need a PIN to electronically sign your FAFSA (step 3). <b>Apply for your PIN number</b> at <a href="http://www.pin.ed.gov">www.pin.ed.gov</a>. Your PIN will be emailed to you in 1 to 5 days.</p>  |
|      | <p>3. Next, <b>complete and submit the FAFSA application</b> online at <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a>. <b>The Seton Hall University school code for FAFSA is 002632.</b></p> <p>By entering Seton Hall University's school code on your FAFSA, your information will be submitted electronically to Seton Hall's Enrollment Services information system.</p>   |
|      | <p>4. After your FAFSA has been processed you will be emailed a <b>Student Aid Report (SAR)</b> Information Acknowledgement (1-5 days). <b>Please access and review this document for accuracy.</b> If any of the information is incorrect, make the necessary corrections and resubmit the corrected SAR. You will then receive a new, revised SAR, which you should keep for your records. If you do not select the electronic process, it will take 3-4 weeks to receive a paper SAR. Make any corrections on the paper SAR and resubmit.</p> |

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|  | <p>5. You will receive an <b>award notice</b> from the Financial Aid Office. If you do not wish to accept the loan, or if you wish to accept a lesser amount than is indicated on the <i>award notice</i>, please make any notations and return the award notice to the Office of Enrollment Services at Seton Hall University. If you wish to accept the full loan amount and don't need to make any changes to the <i>award notice</i>, it is not necessary to return it to the University.</p> |
|  | <p>6. You will receive a <b>Master Promissory Note</b> from Sallie Mae. Sign and return the Master Promissory Note to:</p> <p>Sallie Mae Servicing Center<br/>P.O. Box 59030<br/>Panama City, FL 32412-9030</p>   |
|  | <p>7. <b>You must be registered for your courses in order for your loan to be disbursed.</b> The University will process your registration for your online courses for the first semester. You will register for future semesters on the Web for Students.</p>  |
|  | <p>8. Once this process is completed, Sallie Mae wires the loan funds to the University at which point the funds are credited to your account. This usually takes 2-3 weeks after your loan has been certified.</p> <p><b><u>IMPORTANT NOTE:</u></b> You must complete the <i>Entrance Interview</i> and sign and return the <i>Master Promissory Note</i> to Sallie Mae before your loan can be applied to your account (see Step 1 and step 6).</p>   |