

HOW DO I APPLY FOR FINANCIAL AID?

Complete the Free Application for Federal Student Aid (FAFSA) at the following site:

- www.fafsa.ed.gov
- If you plan to attend Spring/Summer semesters, you will be required to complete a Spring/Summer application. This will be available mid-February.

HOW DO I ACCEPT, DECLINE, OR ADJUST MY FINANCIAL AID AWARD?

Once you login to your my.emich account, follow these steps to accept, decline, or adjust your financial aid award:

- Click on the Student tab
- Scroll down to the Services Main Menu
- Follow each of these steps:
 1. Student Services & Financial Aid
 2. Financial Aid
 3. Award
 4. Accept Award Offer
 5. Select Aid Year
 6. Hit Submit
 7. Options for Accept Award Offers include:
 - a) Accept the full award amount by selecting Accept Full Amount of All Awards
 - b) Choose Decline or Accept for each fund
 - c) Accept a partial amount by selecting Accept and entering the amount in the Accept Partial Amount field
 8. Hit Submit Decision

HOW DO I VIEW MY OUTSTANDING REQUIREMENTS?

Once you login to your my.emich account, follow these steps to view your outstanding requirements:

- Click on the Student tab
- Scroll down to the Services Main Menu
- Follow each of these steps:
 1. Student Services & Financial Aid
 2. Financial Aid
 3. Eligibility
 4. Student Requirements
 5. Select Financial Aid Year
 6. Complete and submit documents with status of Not Yet Received

HOW DO I COMPLETE THE STAFFORD LOAN APPLICATION AND MASTER PROMISSORY NOTE?

Once you login to your my.emich account, follow these steps to complete the Stafford Loan Application and Master Promissory note: *(Students must complete The Lender Code, Entrance Counseling and Master Promissory Note at the same time for the loan application to process. Please allow 30 to 40 minutes.)*

- Follow the previous instructions to view your outstanding requirements
- Click on Stafford Loan Application/ Master Promissory Note
- Follow each of these steps:
 1. Choose your lender from the Lender List by selecting “Apply”
 2. Click on “Register” if you are a first time user and follow the steps. If you already have an account created, proceed to step 3
 3. Login by entering your user ID and password. Click on “Undergraduate or Graduate Student – Start a Federal Stafford Loan”
 4. Follow the steps to complete the Loan Entrance Counseling
 5. Select “Next step-complete your online Stafford MPN” (Master Promissory Note)
 6. Complete steps 1 – 6 by filling in all open fields on each page
 7. On Step 3 choose to electronically sign your Promissory Note
 8. It is important that you print a copy for your records

Have questions after hours?

Don't wait until tomorrow – Ask EMU!



Click on the “**Ask EMU**” link on the EMU homepage!

Type in your question and see what EMU says...*or* send your question in an e-mail and Ask EMU will respond.

Offices include: Admissions, Financial Aid, Records and Registration, Student Business Services, ICT Helpdesk.

Courtesy of: Service EMU

268 Student Center

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