

## HOW DO I APPLY FOR FINANCIAL AID?

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

- [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- Make sure to identify EMU School Code 002259 on your FAFSA.
- 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. Financial Aid
  2. Award
  3. Accept Award Offer
  4. Select Aid Year
  5. Hit Submit

6. 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
7. 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. Financial Aid
  2. Eligibility
  3. Student Requirements
  4. Select Financial Aid Year

5. Complete and submit documents with status of Not Yet Received

## HOW DO I COMPLETE THE STAFFORD LOAN APPLICATION?

Once you login to your my.emich account, follow these steps to complete the Stafford Loan Application: *(Please allow 30 to 40 minutes.)*

- Follow the previous instructions to view your outstanding requirements
- Click on Stafford Loan Application
- Follow each of these steps:
  1. Read information and click on “I agree”
  2. Complete Entrance Counseling by reading and answering the questions
  3. Enter personal information
  4. Select “Submit Your Information”
  5. Review information and click on “Finish”
  6. Print your confirmation page and select “Exit”
  7. Choose a lender from the suggested lender list by clicking on “Apply” or if you prefer to choose a lender not listed select the link “Click Here”

- If you choose:
  - Chase
 You will receive a letter in the mail with detailed instructions on completing the Master Promissory Note (This is your last step online)
  
- If you choose :
  - Sallie Mae Education Trust
  - Student Loan Funding
  - Academic Management Services
 You will be directed to complete your Master Promissory Note Online (Please follow steps below to “Complete the Master Promissory Note Online”)
  
- If you choose to select a different lender please enter the appropriate lender code. You will need to work with that lender to complete the Master Promissory Note
  
- Complete the Master Promissory Note Online:
  1. Click on “Register” if you are a first time user. If you already have an account created, proceed to step 2
  2. Login in by entering your user ID and password. Click on Complete Your Federal Stafford Loan
  3. Complete open fields on each page
  4. Choose to electronically sign your Master Promissory Note (It is important that you print a copy for your records)



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## Instructions for *Financial Aid* Services Available on my.emich !

Courtesy of: Service EMU  
268 EMU Student Center  
[www.emich.edu/serviceemu](http://www.emich.edu/serviceemu)  
service.emu@emich.edu