

Graduate Financial Aid Instructions



- This step-by-step instruction document will:
 - Determine your student eligibility for Financial Aid;
 - ensure your financial aid documents are processed correctly.
- If you have questions, please contact the financial aid office at Wilkes University (contact info on final slide).
- Please note that students must be enrolled in at least six credits per semester to be considered financial aid eligible. If you are aware that an upcoming semester may not meet the eligibility requirement due to credit load (i.e. less than six credits attempted), please review your options for aid during previous semesters or contact your Financial Aid Service Counselor for further assistance.





- Step 1: Register for a Federal Student Aid ID & PIN
- **Step 2:** Complete FAFSA for award year in which you are seeking aid
- Step 3: Complete Student Loan Entrance Counseling
- **Step 4:** Complete Master Promissory Note (MPN)



REGISTER FOR A FEDERAL STUDENT AID ID (FSA ID)



Foderal Student Aid PROUD SPONSOR of

Visit https://fsaid.ed.gov/ to create your FSA ID

ow. An FSA ID gives you access to Federal Student Aid's online systems and can serve onal information and for your own exclusive use. You are not authorized to create ar nember.	
	r FSA ID on
r agent of a commercial entity, or other third party, create an FSA ID for you for any ctions, debt consolidation or applying for aid. Misrepresentation of your identity to th l penalties.	
NCEL button to clear your data, even if you did not finish creating your FSA ID. Just on the may not be enough to prevent other people using this computer from seeing your.	
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	penalties. NCEL button to clear your data, even if you did not finish creating your FSA ID. Just te may not be enough to prevent other people using this computer from seeing your.

An FSA ID is a username and password that you must use to log in to certain U.S. Department of Education (ED) websites. Your FSA ID identifies you as someone who has the right to access your own personal information on ED systems such as the online Free Application for Federal Student Aid (FAFSA®) form or the myStudentAid mobile app.

It's important to understand that the student and the parent may not share an FSA ID: Your FSA ID is your signature, so it has to be unique to you. If you are a parent of a dependent student, you will need your own FSA ID if you want to sign your child's FAFSA electronically. If you have more than one child attending college, you can use the same FSA ID to sign all applications, but each child must have his or her own FSA ID.

When you create your FSA ID, you will be required to provide your email address or your mobile phone number. It is important to remember that a mobile phone number or email address can be associated with only one FSA ID.

For example, if you are a dependent student, you and your parent would not be able to provide the same email address or phone number when you each create your own FSA ID.



How to Use Your FSA ID

- You can use your FSA ID immediately to complete and electronically sign your Free Application for Federal Student Aid (FAFSA®; fafsa.gov) [your parent can sign with his or her own FSA ID].
- Once your information is verified with the Social Security Administration (one to three days from the date you apply), you will be able to use your FSA ID to access your personal information on any of these U.S. Department of Education online systems, depending on what you need to do.

Learn more:

https://fsaid.ed.gov/npas/pub/faq.htm#WhereToUseFSAID



Frequently Asked Questions on FSA ID

- Visit this website to find the answers to frequently asked FSA ID Questions:
 - https://fsaid.ed.gov/npas/pub/faq.htm



COMPLETE FAFSA FOR AWARD YEAR



Complete the correct FAFSA

- Complete FASFA for award year in which you are seeking aid
- 20/21 FAFSA covers award year July 1, 2020 to June 30, 2021
- Wilkes University School Code: 003394
- Direct link to FAFSA:
 - https://studentaid.ed.gov/sa/fafsa



Login & File your FAFSA

- Login with your FSA ID to complete your FAFSA
- Remember, the FAFSA is free. Never pay to file a FAFSA.
- This is where you will begin to enter information for the FASFA instructions are provided for each FASFA question in the "Help and Hints" section on the right side of the page.
 - https://studentaid.gov/apply-for-aid/fafsa/filling-out/help
- Once complete, please remember to electronically sign the FASFA with your FSA ID in order to complete the submission to the Federal Government. You will receive a confirmation page with your Data Release Number (DRN) and estimated Expected Family Contribution (EFC), which will be your indication that the forms were successfully submitted.



COMPLETE STUDENT LOAN ENTRANCE COUNSELING



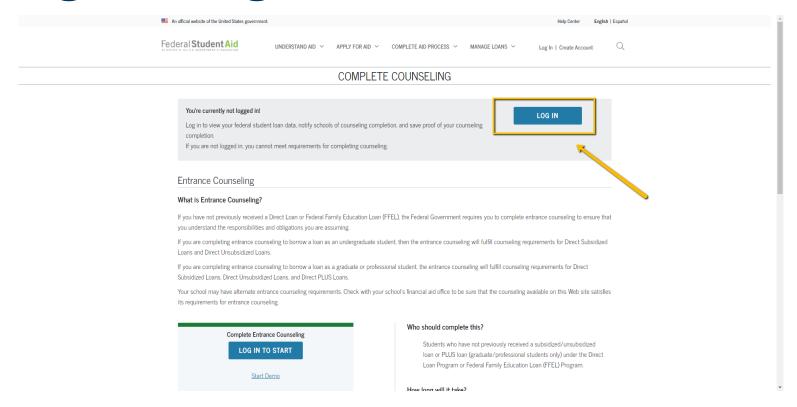
Visit https://studentaid.gov/

- Login with your FSA ID to complete entrance loan counseling.
- What is Entrance Counseling?
 - If you have not previously received a Direct Loan or Federal Family Education Loan (FFEL), the Federal
 Government requires you to complete entrance counseling to ensure that you understand the responsibilities
 and obligations you are assuming.
 - If you are completing entrance counseling to borrow a loan as an undergraduate student, then the entrance counseling will fulfill counseling requirements for Direct Subsidized Loans and Direct Unsubsidized Loans.
 - If you are completing entrance counseling to borrow a loan as a graduate or professional student, the
 entrance counseling will fulfill counseling requirements for Direct Subsidized Loans, Direct Unsubsidized
 Loans, and Direct PLUS Loans.
 - Your school may have alternate entrance counseling requirements. Check with your school's financial aid
 office to be sure that the counseling available on this Web site satisfies its requirements for entrance
 counseling.
 - Login and additional info:
 - https://studentaid.gov/app/counselingInstructions.action?counselingType=entrance





Login using FSA ID





Choose counseling/student type

ENTRANCE COUNSELING Notify These Schools Add School to Notify You have not selected any schools to notify. Select up to 3 schools you wish to notify of your These schools will only receive a notification indicating that you successfully completed Entrance Counseling, and counseling completion. the date it was completed. This school is participating in **Entrance Counseling through** Select Student Type StudentAid.gov. School Name: ☐ I am completing entrance counseling to receive Direct Loans as an undergraduate ② student. WILKES UNIVERSITY I am completing entrance counseling to receive Direct Loans as a graduate or professional @ student. School Code/Branch: G03394 School Address: Continue 84 WEST SOUTH STREET WILKES-BARRE, PA 187660998 **Notify this School** Go back to Search

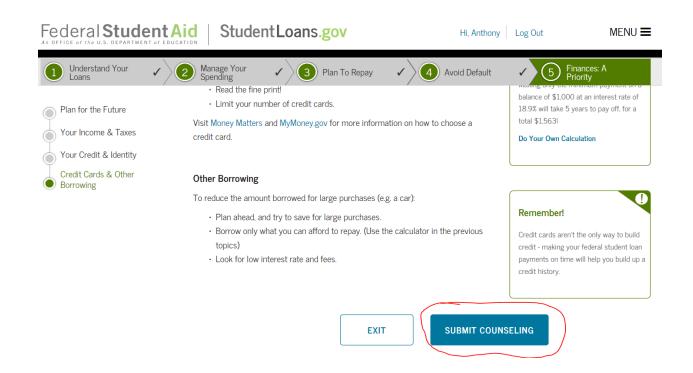


Notify School of Counseling Completion

ENTRANCE COUNSELING Notify These Schools Add School to Notify These schools will only receive a notification indicating that you successfully completed Entrance Counseling, and Select up to 3 schools you wish to notify of your the date it was completed. counseling completion. WILKES UNIVERSITY 84 WEST SOUTH STREET Choose from Associated Schools G03394 WILKES-BARRE, PA 187660998 - Select -OR Select Student Type Select School to Notify U.S. Schools/U.S. Territory Schools I am completing entrance counseling to receive Direct Loans as an undergraduate 2 student. Non U.S. Schools I am completing entrance counseling to receive Direct Loans as a graduate or professional student. Choose a state: - Select -Search school by name: Continue



Submit Counseling

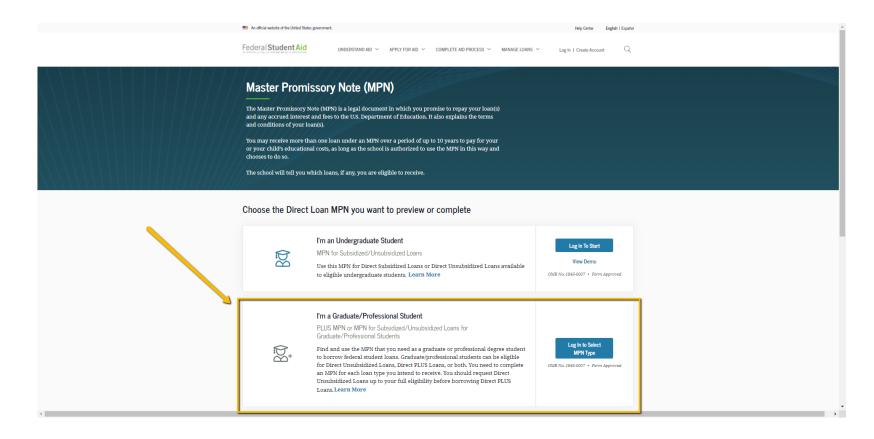




COMPLETE MASTER PROMISSORY NOTE (MPN)



Complete MPN, login using FSA ID

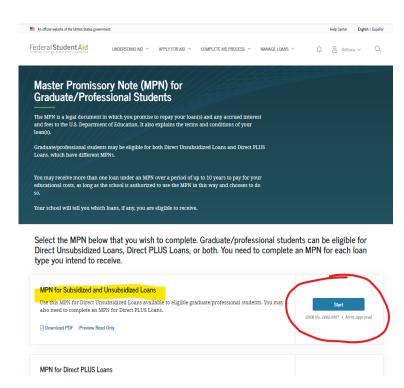


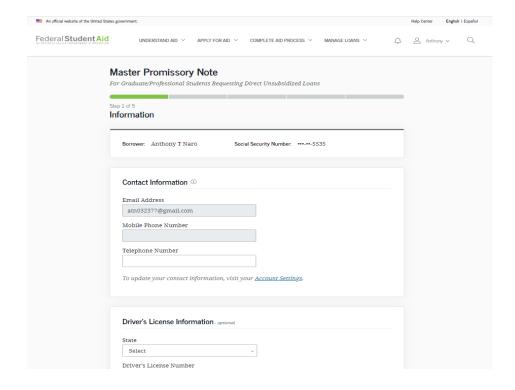




Select Proper Type of MPN

(More tips on the next slide)







Tips for Completing MPN

- Make sure to select Subsidized/Unsubsidized and proceed to provide the required information.
- If you are using a **Grad Plus Loan**, please complete the proper steps for that specific loan.
- Once completed and all information is uploaded into the MPN form, please make sure to submit and receive the confirmation that it was sent to the school.



Questions?

Contact the Financial Aid Office

Capin Hall

165 South Franklin Street (Third Floor)

Wilkes-Barre, PA 18766

Phone: 570-408-4512

Email: financialaid@wilkes.edu



Graduate Financial Services

Anthony T. Naro

Phone: 570-408-3810

Fax: 570-408-4004

Email: Anthony.naro@wilkes.edu