

**2018-19**  
**STUDENT LOAN APPLICATION CHECKLIST**

*This checklist briefly outlines the steps that each student must take in order to complete appropriate student loan application processes based on the student loans they have accepted on the Award Notification Letter. Refer to the 2018-19 Student Loan Handbook for complete loan application instructions. This checklist is meant to supplement, NOT replace, the instructions provided in the handbook.*

**ALL FEDERAL PERKINS, FEDERAL DIRECT AND GRAD PLUS BORROWERS**

- Provide Title IV Authorization at <http://go.tufts.edu/sis> (Click “Financial Aid” Tab, Then “TIV Tab”, then “Grant Permissions” to provide authorization for the Bursar’s Office to credit Title IV Federal Loan proceeds to certain “non-Title IV” charges should student incur such charges. Refer to the 2018-19 Student Loan Handbook for further information.

**FEDERAL DIRECT (UNSUBSIDIZED) LOAN REQUIREMENTS**

**FIRST TIME BORROWERS AT TUSDM:**

- FINANCIAL AID AWARD NOTIFICATION LETTER (Complete & return white copy to Financial Aid Office.)
- FEDERAL DIRECT LOAN ENTRANCE COUNSELING (Complete online—see Student Loan Handbook.) — First time borrowers at TUSDM ONLY; Not applicable for continuing students at TUSDM who previously borrowed Federal Direct Loans while in attendance at TUSDM
- FEDERAL DIRECT LOAN MASTER PROMISSORY NOTE (MPN) – ALL BORROWERS \*UNLESS STUDENT HAS AN ACTIVE FEDERAL DIRECT LOAN MPN ON FILE WITH THE FEDERAL DIRECT LOAN ORIGINATIONS CENTER. (See Student Loan Handbook for instructions.)

**CONTINUING BORROWERS AT TUSDM:**

- FINANCIAL AID AWARD NOTIFICATION LETTER (Complete & return white copy to Financial Aid Office.)

**FEDERAL DIRECT GRAD PLUS LOAN REQUIREMENTS**

**FIRST TIME BORROWERS AT TUSDM:**

- FINANCIAL AID AWARD NOTIFICATION LETTER (Complete & return white copy to Financial Aid Office.)
- FEDERAL DIRECT GRAD PLUS ENTRANCE COUNSELING (Complete online—see Student Loan Handbook.) — First time borrowers at TUSDM ONLY.
- FEDERAL DIRECT GRAD PLUS LOAN MASTER PROMISSORY NOTE (MPN) – ALL BORROWERS \*UNLESS STUDENT HAS AN ACTIVE FEDERAL DIRECT GRAD PLUS LOAN MPN ON FILE WITH THE FEDERAL DIRECT LOAN ORIGINATIONS CENTER. (See Student Loan Handbook for instructions.)
- Post-Graduate Students Only: LOAN DISBURSEMENT WORKSHEET (Complete and return to Financial Aid Office.) [DMD/DIS students are NOT required to submit Loan Disbursement Worksheet.]

**CONTINUING BORROWERS AT TUSDM:**

- FINANCIAL AID AWARD NOTIFICATION LETTER (Complete & return white copy to Financial Aid Office.)
- Post-Graduate Students Only: LOAN DISBURSEMENT WORKSHEET (Complete and return to Financial Aid Office.) [DMD/DIS students are NOT required to submit Loan Disbursement Worksheet.]

*NOTE: Federal Direct Grad PLUS Borrowers whose previous Grad PLUS loan was approved with an endorser must complete a new Federal Direct Grad PLUS MPN. See Student Loan Handbook for instructions. Also, a Grad PLUS MPN must be completed by prior borrowers who had returned 100% of their Grad PLUS loan proceeds received during the prior academic year. Additional entrance counseling will be required prior to disbursement for students who initially receive credit denial for their Grad PLUS Loan and subsequently receive credit approval after adding a qualified endorser or having successfully documented extenuating circumstances related to the adverse credit decision.*

**FOR PRIVATE EDUCATION LOAN BORROWERS**

- PRIVATE EDUCATION LOAN APPLICATION WITH LENDER OF CHOICE (see Student Loan Handbook for possible options).
- Post-Graduate Students Only: LOAN DISBURSEMENT WORKSHEET (Complete and return to Financial Aid Office.) [DMD/DIS students are NOT required to submit Loan Disbursement Worksheet.]

**FOR TUFTS LOAN, HEALTH PROFESSIONS STUDENT LOAN, LOANS FOR DISADVANTAGED STUDENTS BORROWERS**

- FINANCIAL AID AWARD NOTIFICATION LETTER (Complete & return white copy to Financial Aid Office.)
- PROMISSORY NOTE, SELF-CERTIFICATION FORM and OTHER FORMS:
  - 1) First-time HPSL, LDS, & Tufts Loan borrowers will receive an instructional email after 7/1 (written acceptance via Award Notification Letter is required first) to complete a Self-Certification Form and electronic MPN, which includes appropriate loan entrance counseling when directed. Disclosure information will be provided.
  - 2) Prior HPSL, LDS, & Tufts Loan recipients will receive an instructional email after 7/1 requiring them to electronically accept the award (written acceptance via Award Notification Letter is required first).