

## 2009-10 Financial Aid Application Instructions LL.M. in Taxation Students

Applying for financial aid is an **annual** process. Information disclosed in the financial aid process has no bearing on the admissions evaluation process or decisions. Students **must** be enrolled in at least two courses per term to be eligible for federal student loans. If you drop below two courses, your federal student loans will most likely be returned to the lender. You are encouraged to complete the financial aid application process well in advance of the deadline. Applications received after the priority deadline will still be considered for financial aid but may not qualify for all programs, depending on availability of funds. All financial aid documents are due by **March 1, 2009**.

A complete application consists of the following three items:

1. **Free Application for Federal Student Aid (FAFSA) or Renewal FAFSA**

The 2009-10 FAFSA or Renewal FAFSA will be available online at <http://www.fafsa.ed.gov> on January 1, 2009. If you don't have a Personal Identification Number (PIN), you will need to apply for the PIN online at <http://www.pin.ed.gov> prior to completing the FAFSA online. All students must submit the FAFSA by **February 15, 2009** to ensure that our office receives your federal data by the **March 1, 2009 deadline**.

Northwestern's federal school code is **001739**.

2. **2009-10 Need Access Application**

The 2009-10 Need Access application will be available online at <http://www.needaccess.org/> on January 2, 2009. All students must submit the 2009-10 Need Access application by **February 15, 2009** to ensure that our office receives your Need Access data by the **March 1, 2009 deadline**. **Be sure to select Northwestern University School of Law**. International students are only required to complete this form.

3. **Student Income Information**

Please submit **signed** copies of your 2008 Federal Income Tax return including all schedules and W-2 forms. If you will not file a 2008 federal income tax return, please submit the 2009-10 Verification of Student Income form only.

**Additional information may be required as needed.**

### **NOTIFICATION OF AWARDS**

All complete applications will be reviewed in the order in which they are received. The Office of Financial Aid, Chicago will send out **preliminary** financial aid awards via e-mail beginning **March 23, 2009**. However, we will begin to notify first-year students about their **official** financial aid awards beginning **June 8, 2009**.

**Please note:** Students who complete their financial aid application by the above deadline will receive their **preliminary** financial aid award before the deposit deadline. The deposit deadline is **April 30, 2009**.

### **CHANGES IN CIRCUMSTANCES**

Notify our office immediately if your financial circumstances change from what you report on your application materials. Notification of any changes in circumstances should be submitted in writing or e-mail. Failure to notify our office of such a change may jeopardize your eligibility for assistance in the current and/or subsequent academic period. A change in circumstances can include marriage, a change in enrollment, expected earnings and/or those of your spouse (if married), receipt of an outside scholarship or other monetary gift, etc. Contact a financial aid advisor if you have any questions regarding this matter.

## OTHER INFORMATION

### Helpful hints about completing the FAFSA:

These are tips to help you complete the 2009-10 FAFSA or Renewal FAFSA application. You can review the instructions on completing the FAFSA on the Web at <http://www.fafsa.ed.gov>. Please contact our office if you have any questions about the FAFSA application.

- Question 22:  
**ONLY MALES between the ages of 18 and 25 who have NOT yet registered with Selective Service should answer “Yes” to this question.** Male students who are already registered or 26 years of age and beyond should answer “No”. Female students should answer “No” to this question as well.
- Question 31:  
**Please don’t leave this question blank.** If you answer “Yes” to this question, the Department of Education will send you a worksheet in the mail to determine your eligibility for aid.
- Question 36:  
Make sure that you enter your income tax paid, not income tax withheld. Income tax amount is on IRS Form 1040 – line 57; 1040A – line 35; 1040EZ – line 10.
- Question 49:  
Answer “Yes” to this question: “At the beginning of the 2009-2010 school year, will you be working on a master’s or doctorate program (such as an MA, MBA, MD, JD, PhD, EdD, or graduate certificate, etc.)?”
- Question 97a-97h:  
**FAFSA ON THE WEB FILERS:** Enter “Northwestern University” and federal school code **001739** in this section so we can receive your FAFSA data from the federal processor.

### CHECKING THE STATUS OF YOUR FAFSA:

If you provide an e-mail address on your FAFSA application, you will receive an electronic Student Aid Report (SAR) via e-mail. If you do not provide an email address on your FAFSA, you will receive a SAR in the mail. Allow one week for your FAFSA on the Web to be processed by the Central Processing Service (CPS). Please review your SAR immediately to see if you need to take further action. If you do not receive your SAR within two weeks or need a duplicate SAR, please contact the Federal Student Aid Information Center at (800) 433-3243.

### REMEMBER:

- Submit the 2009-10 FAFSA or Renewal FAFSA online to the federal processor and use federal school code **001739** so our office may receive your FAFSA data electronically.
- Submit the 2009-10 Need Access application online and list **Northwestern University School of Law** so our office may receive your Need Access data electronically.
- Submit the form below to the Office of Financial Aid, Chicago.
  - 2008 Student Federal Income Tax return including all schedules and W-2 form(s).

### RETURN COMPLETED FORMS TO:

Northwestern University  
Office of Financial Aid, Chicago (C315)  
Abbott Hall, Room 629  
710 N. Lake Shore Drive  
Chicago, IL 60611-3078  
Phone: (312) 503-8722  
Fax: (312) 503-8700  
E-mail: [financial-aid-chicago@northwestern.edu](mailto:financial-aid-chicago@northwestern.edu)