

2012-13 Financial Aid Application Instructions Continuing JD Students

It is necessary to reapply for financial assistance each year. All students are encouraged to complete the financial aid application process well in advance of the deadline. To be considered for all available financial assistance, students should submit all completed application materials no later than **May 1, 2012**. Students who submit their application materials after the deadline will be considered for financial aid, but may not qualify for all financial aid programs based on the availability of funds.

A complete application consists of the following items:

1. **2012-13 University Aid Application** - <http://www.northwestern.edu/caesar/>
 - ◆ Available online by March 15, 2012.
 - ◆ **RECEIPT DEADLINE: May 1, 2012.** We recommend you submit your University Aid Application by April 15th to ensure it is received by the May 1st deadline.
 - ◆ Log in using your Net ID and password and find it on your checklist.
2. **2012-13 Free Application for Federal Student Aid (FAFSA) or Renewal FAFSA** - <http://www.fafsa.ed.gov>
 - ◆ Available online on January 1, 2012.
 - ◆ **RECEIPT DEADLINE: May 1, 2012.** We recommend you submit your FAFSA by April 25th to ensure it is received by the May 1st deadline.
 - ◆ **SEND TO:** Use Northwestern University - Evanston's federal school code of 001739.
 - 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.
 - **NOTE:** Additional information may be required as needed. The Financial Aid Office will contact those individuals by email should those materials be required for determining loan eligibility.

Students should log onto CAESAR at <http://www.northwestern.edu/caesar> to confirm that all financial aid forms are received.

NOTE: We strongly recommend that you file your federal tax return PRIOR to filing your FAFSA and this should be done 1 -2 weeks in advanced of when you want to complete your FAFSA. Once your tax return has been processed and approved by the IRS, the FAFSA will be able to pull and auto-populate data from your federal tax return, thus simplifying the process for you. If you elect to complete your FAFSA prior to completing your federal tax return, the federal processor may select you for a process called Verification, requiring you to submit additional paperwork to the Financial Aid Office.

NOTIFICATION OF FINANCIAL AID PACKAGES

All complete applications will be reviewed in the order in which they are received. The Office of Financial Aid, Chicago will begin sending financial aid packages on a rolling basis beginning **June 15, 2012**.

CHANGES IN CIRCUMSTANCES

Notify the Office of Financial Aid, Chicago at financial-aid-chicago@northwestern.edu 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.

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.

IF NECESSARY, ANY ADDITIONAL COMPLETED FORMS SHOULD BE SENT 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