

2012-13 Financial Aid Application Instructions First-Year JD-MBA Students

Applying for financial aid is separate from the admissions process. Information disclosed in the financial aid process has no bearing on the admissions evaluation process or decisions. You are encouraged to complete the financial aid application process well in advance of the deadline. Students who submit their application materials after the deadline will be considered for loan programs, but may not qualify for all financial aid programs based on the availability of funds. **All materials must be received by February 15, 2012.**

The financial aid application will be used for both scholarship and loan determinations. A complete financial aid application consists of the following items:

1. **2012-13 Need Access Application** - <http://www.needaccess.org>
 - ◆ Available online starting January 3, 2012.
 - ◆ **RECEIPT DEADLINE: 5pm CST on February 15, 2012.** We recommend you submit your Need Access application by February 10th to ensure it is received by the March 1st deadline.
 - ◆ SEND TO: Select “Northwestern University School of Law” for electronic submission.
 - ◆ For international students interested in loans, this will be the only necessary form.

2. **2012-13 Free Application for Federal Student Aid (FAFSA)** - <http://www.fafsa.ed.gov>
 - ◆ Available online starting January 1, 2012.
 - ◆ **RECEIPT DEADLINE: 5pm CST on February 15, 2012.** We recommend you submit your FAFSA by February 10th to ensure it is received by the February 15th 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 materials be required for determining loan eligibility.

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

SCHOLARSHIPS – The Admissions Office will make notifications via email on a rolling basis throughout the spring.

LOANS - 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 packages via e-mail beginning **in late March**. However, we will begin to notify first-year students about their **official** financial aid packages beginning **June 6, 2012**.

Please note: Students who complete their financial aid application by the above deadline will receive their **preliminary** financial aid package before the deposit deadline. The deposit deadline for first round applicants is **March 6, 2012** and second round applicants is **May 1, 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