



For a Federal Student Loan

- 1. Complete the FAFSA Form**

Complete the Free Application for Federal Student Aid (FAFSA) for each academic year in which you would like to receive federal aid. www.fafsa.ed.gov. FAFSAs are accepted and processed after January 1 of the year in which you plan to attend school. If you have any questions while completing the FAFSA, call 1-800-433-3243 or 1-319-337-5665.
- 2. Receive your SAR**

Once your FAFSA is processed, a Student Aid Report (SAR) is created. A copy will be sent to you in the mail and electronic copies are sent to the school(s) you listed on the FAFSA. If you filed a paper FAFSA, allow 6-8 weeks to receive your SAR. If you filed an electronic FAFSA over the Internet, allow 1-2 weeks. The school(s) will notify you in an award letter as to the types of aid you qualify for
- 3. Complete the online Master Promissory Note (MPN) for the requested loan type**

Complete and print the Safford Master Promissory Note (MPN). If your financial aid award is not sufficient to cover your cost of education, your parents or step parents can apply for a PLUS loan (if you are a dependent undergraduate student). Or if you are a professional or graduate student, you may be eligible to apply for a Grad/PLUS loan.
- 4. Your School Completes the School Certification Form**

Your school must complete a School Certification Form indicating the loan amount and disbursement dates and return to the loan servicer, which is Great Lakes. It is suggested that you stay in contact with your school to determine their timeline to certify and to expedite the completion of the form.
- 5. Your School will Receive the Funds**

Upon receipt of the school certification form, verification of credit union membership, and credit approval for Parent PLUS/Grad PLUS borrowers, the loan will be guaranteed within 24 hours. Funds will be sent to the school on the date the school has indicated. Once the loan is guaranteed, you will receive a disclosure outlining the amount of the loan, disbursement dates, and the interest rate.
- 6. Access Your Loan Account Online**

To check the status of your loan, view your account information, make payments from your bank account 24/7, and find information to help you manage your loan, go to <http://www.mygreatlakes.com>. Choose "Borrowers" and then log in to access Application in Progress (AIP) and Internet Borrower Inquiry Service (IBIS).

For Loan inquiries contact:
Great Lakes at 1-800-247-0462