

Financial Aid Checklist

In order for Union Graduate College to certify your student loan application, we must receive the following information from you and your spouse (if applicable), as noted below:

- You must file the **2009-2010 Free Application for Federal Student Aid (FAFSA)** at **www.fafsa.ed.gov**. In Step Six, please list Union Graduate College's federal school code – **G38813**. If you prefer to file by paper application please contact the Financial Aid Office.
- A **copy** of your **2008 Federal tax return** (1040, 1040A, or 1040EZ) **TAX RETURN MUST BE SIGNED**
- A **copy** of your spouse's **2008 Federal tax return** (1040, 1040A, or 1040EZ), if filed separately **TAX RETURN MUST BE SIGNED**
- A **copy** of student's and spouse's **2008 W-2's** from *all* employers
- **Verification Worksheet** (enclosed)
- **Graduate Financial Aid Supplemental Form** (enclosed)
- **Stafford Loan Electronic Master Promissory Note (E-MPN)** – complete the **Stafford** loan E-MPN at www.hesc.com using college code **038813**. Choose 'Students, Families, Borrowers, and Counselors' tab, then 'Complete the EMPN'.
*****Note-** Stafford loan MPN's are now valid for 10 years. If you have completed an MPN in the recent past (2-3 years) and wish to continue to borrow from your current lender then you do not have to complete another MPN. If you are *not* completing a new MPN for this reason please indicate your *current* lender on the line below:

- **Stafford Loan Entrance Counseling-** go to **www.mappingyourfuture.org** to complete. Choose 'Online Student Loan Counseling' icon, then 'Stafford Entrance'. Paper forms are also available in the Financial Aid Office.
- Other _____

***Please return this form with your documentation. Contact Nikki Gallucci at (518) 388-8744 or galluccn@uniongraduatecollege.edu if you have any further questions.**

Regards, Nikki