

**STUDENT LOAN APPLICATION CHECKLIST FOR 2023-2024**[Priority dates and deadlines](#)

STEP 1:  **Complete the online *Free Application for Federal Student Aid (FAFSA)* for 2023-2024** to determine your eligibility for federal loans. Use **school code 001739** to designate NU as a recipient.

STEP 2:  **Complete a 2023-2024 Request for Student Loans form\* *ONLY* if you are a:**

- continuing student (all programs)
- PhD student (all programs)
- new student in any of the following programs:
  - APHP (graduate students only)
  - BS/MS (graduate students only)
  - Healthcare Quality and Patient Safety
  - Master of Fine Arts
  - Plant Biology & Conservation

\* Complete the form online via the link in your **To Do List** on [CAESAR](#) or print the [PDF](#).

**WAIT:** You will receive an email notice\*\* once your loan eligibility has been determined. If you are receiving assistance other than loans (scholarships, fellowships, grants, etc.), your funding must be entered in CAESAR before your loan eligibility can be determined. If your program provides this information on a quarterly basis, your loan(s) may be processed based on an estimate of the expected funding.

STEP 3:  **Accept or decline** your loans online via CAESAR at Financial Aid > Accept/Decline Financial Aid. Select Aid Year 2024. If you wish to reduce your loan(s), follow the instructions at the top of the page.

STEP 4:  **Complete *online Entrance Counseling* *IF*** you are borrowing Federal Direct Loans for the first-time at Northwestern. See **To Do List** in CAESAR.

STEP 5:  **Complete a Federal Direct Unsubsidized (Stafford) Master Promissory Note (MPN) *IF*** you are borrowing a Federal Direct Unsubsidized Loan for the first-time at Northwestern. See **To Do List** in CAESAR.

STEP 6:  **Complete a Federal Direct GradPLUS Master Promissory Note (MPN) *IF*** you are borrowing a Federal Direct GradPLUS Loan for the first-time at Northwestern. See **To Do List** in CAESAR.

STEP 7:  **Complete a Request for Financial Aid Review form *IF*** you were informed that you are not eligible for additional loans and wish to submit an appeal. Include supporting documentation regarding your special expenses (e.g. unpaid medical, childcare, computer purchase) with the form.

**\*\*NOTE: All email communication referred to above will be sent to your Northwestern email address. It is your responsibility to have your Northwestern email forwarded to your preferred email address.**

Requests for loan adjustments must be submitted in writing to [gradfinaid@northwestern.edu](mailto:gradfinaid@northwestern.edu) (from your Northwestern email address) or to the mailing address at the top of the page.

**You must reapply for student loans each academic year.**