

**Welcome!** We're ready to assist you in exploring the financing options of a Tulane degree!  
**Use this checklist throughout your financial aid application & awarding process.** v. 10/10/19

### INITIAL APPLICATION STEPS:

- Review all of the information applicable to applying for Federal Student Aid which is found on our website: <https://financialaid.tulane.edu/apply>
- Applying for federal student aid requires your completion of the **2020-2021 Free Application for Federal Student Aid (FAFSA)** for your 2020 fall and 2021 spring aid processing. For details check our website or go directly to the FAFSA on-line website: <http://www.fafsa.ed.gov/> and be sure to use Tulane's federal school code (002029).
- Complete the appropriate on-line **2020-2021 Graduate Addendum** to be used for the 2020-2021 academic year processing. The addendum is available at: <https://financialaid.tulane.edu/forms>. Use the addendum to inform us of your intended hours of enrollment each semester.
- Send all requested documentation directly to Tulane using one of these methods:

**SECURE FILE UPLOAD:** <https://finaidforms.tulane.edu/Home/Account/login>

MAIL: Tulane University Financial Aid, 6823 St. Charles Ave., Bldg. 14 Room 205, New Orleans, LA 70118

- Monitor your financial aid application status via Tulane's secure on-line Gibson portal. **Only if you're admitted will your financial aid application be reviewed.** If you are admitted by the School of Architecture Tulane will e-mail you your Gibson Login and Password credentials. You access Gibson at: <https://gibson.tulane.edu/>
- Input your Social Security Number into Gibson, if prompted.** Tulane University must have your Social Security Number in our system in order to be able to download your FAFSA, and thus, offer federal aid.

### STEPS AFTER AWARD NOTIFICATION:

- Upon Tulane's review of all of your financial aid application materials, you will receive an e-mail notification (sent to your Tulane e-mail address) notifying you to securely navigate to Tulane's on-line Gibson portal to view your award details.
- Accept the Terms & Conditions via Gibson on-line (instructions can be found at this website: <https://financialaid.tulane.edu/my-aid>, then you accept/decline/reduce aid that has been offered. Review all messages contained with your award.
- Notify the Tulane Financial Aid Office of any additional financial aid you may receive from other sources (within or outside of Tulane University).
- Notify the Tulane Financial Aid Office of any change in your anticipated level of enrollment (plans to increase or decrease your hours of enrollment each semester).
- Continue to monitor your financial aid application status via Tulane's secure on-line Gibson portal for any additional "TO DO" items needing to be completed and/or submitted.

**STEPS IF BORROWING STUDENT LOANS:**

- Via the Tulane Gibson portal you **MUST ACCEPT** the level of Federal Direct Unsubsidized and/or Federal Direct Graduate PLUS Loan that has been offered. Only after you have accepted a loan will Tulane officially submit certification of your loan(s) to the U.S. Department of Education for processing. Every year you must accept the level of loans offered to initiate the certification processing.
- If you're a first time borrower of a Federal Direct student loan you must complete a **Federal Direct Loan Master Promissory Note (MPN)**. Navigate to [www.studentloans.gov](http://www.studentloans.gov) to successfully complete the necessary on-line MPN. Once completed and loan funds disburse, the MPN is valid for up to 10 years. NOTE: There are separate MPNs for the Unsubsidized Loan and the Graduate PLUS loan. Also note that the Graduate PLUS loan involves a credit evaluation. If you're denied for credit reasons you may either appeal or secure a credit-worthy endorser (co-signer).
- A first time borrower of a Federal Direct student loan you must complete Federal Direct Loan **Entrance Counseling**. This requires that you again navigate to [www.studentloans.gov](http://www.studentloans.gov) to successfully complete the necessary on-line tutorial referred to as Entrance Counseling. This step does not need to be repeated in future years; however you'll be required to complete similar on-line Exit Counseling upon the end of your Tulane enrollment. NOTE: There are separate entrance counseling requirements for Unsubsidized and Graduate PLUS loans.
- Recognize that your Federal Direct student loan(s) will not disburse at the start of the semester unless **all** MPN and Entrance Counseling have been successfully completed.
- Students wishing to borrow a non-federal, private alternative educational loan should review the informational material Tulane provides on this topic, which is found on our website: <https://financialaid.tulane.edu/types-of-aid/loans/private-alternative>. Other private loan lenders may be found in addition to those identified on the aforementioned website. The choice of lender is yours.

**FINALLY:**

- Identify your professional Tulane financial aid counselor, who is available to help answer any questions you might have throughout the aid application process. To find your counselor's name and contact information visit our website: <https://financialaid.tulane.edu/meet-us>.
- Plan to participate in the Graduate Student orientation session prior to the start of your first semester, as well as, to visit your financial aid counselor at any time throughout the semester.
- If you anticipate that your financial aid will exceed your tuition and fee costs for the semester, resulting in an excess amount that will be refunded to you for other educational expenses (such costs associated with living expenses), then don't forget to visit the Accounts Receivable Office website: <https://studentaccounts.tulane.edu/> to:
  - 1.) set-up the direct deposit refund process AND
  - 2.) complete a Title IV Release Form.