Applying for Financial Aid at Ottawa University is pretty straight-forward. To begin, go to http://www.ottawa.edu, hover over “Tuition and Financial Aid” on the top of the screen and then click on “Financial Aid” on the Adult and Online Students section. You should see the three steps needed to complete the Financial Aid application process.

**Step 1: Complete the Free Application for Federal Student Aid (FAFSA)**
- This is the primary tool used in determining your eligibility for aid. The FAFSA has to be completed once each “Fiscal” year and covers enrollments that occur between July 1 and June 30.
  - IMPORTANT INFO: Use Federal School Code: 001937 and BE SURE to electronically SIGN the application with your Federal Student Aid PIN.
  - If you don't already have a PIN, you can apply for one at http://www.pin.ed.gov. If you previously have applied for a PIN, but you do not know or forgot your PIN, you must “request a duplicate PIN” at the PIN site.
  - Once you have completed your FAFSA, it is possible you may be selected for verification. If selected, you will need to provide additional documents, including your Federal Tax Return and a “Verification worksheet” which is available under “Common forms and helpful links”. Additional documents may also be needed but we’ll let you know if that happens.

**Step 2: Complete Entrance Counseling And A Direct Loan Master Promissory Note (MPN)**
- Entrance Counseling: All new students to Ottawa must complete this step. This is a one-time requirement that simply reviews your rights and responsibilities as a Student Loan borrower.

- MPN: This is a one-time application that is good for 10 years. The Student Loan application and is the contract between you and the Federal Government whereby they agree to lend you money to go to school and you agree to repay it. Click on the link and a new page will pop up. Scroll down to “Apply now” and click on it. You will then click on the green button that says “Sign in”. Enter the information requested (including your FAFSA pin). Scroll down and click on “Complete master promissory note” then “Subsidized/Unsubsidized” and that will take you to the application itself.

**Step 3: Complete the Student Loan Applications**
- All students must complete a new loan worksheet and loan request form each time a new loan is being certified. Please be sure to complete the amount of credits for all 6 terms so we know how to schedule your loan disbursements.

**Important reminder:** Undergraduate students must earn 24 credit hours and 32 weeks (four 8 week terms) and Graduate Students must earn 18 credits and 32 weeks to be eligible to obtain a new Federal Student Loan.

If you have any questions, please contact your Finance Advisor.