

Columbia University in The City Of New York

Office of Student Financial Planning

202 Kent Hall MC 9203 1140 Amsterdam Avenue New York, NY 10027

Phone: 212-854-7040 Fax: 212-854-2818 Email: sfp@columbia.edu

FINANCIAL AID CHECKLIST

SCHOOL OF PROFESSIONAL STUDIES – GRADUATE STUDENTS

PRIOR TO RECEIVING FINANCIAL AID PACKAGE:

- Complete 2021-2022 FAFSA **with 2019 tax and financial information** online at <https://studentaid.gov/h/apply-for-aid/afsa>
 - Columbia FAFSA School Code: 002707
- Complete Planned Enrollment Form
 - Log onto NetPartner (<https://studentviewer.finaid.columbia.edu/>).
 - When logging in, enter your CU ID#, (begins with a C followed by nine digits) and your password, which is your date of birth in MMDDYYYY format. **DO NOT LOG IN AS A FIRST TIME USER.**
 - Once you are logged in, click on the **Apply Online** tab and complete the form.

AFTER RECEIVING FINANCIAL AID PACKAGE:

- Accept/Decline awards:
 1. Log onto NetPartner
 2. Click on the **Menu** tab
 3. Click on **Accept Awards** tab
 4. Change status from “Pending” to “Accept” or “Decline”
 5. Click on **Submit** button
- If you decide to borrow loans, complete the following required loan documents (required documents are listed under **Documents** tab of NetPartner as **Not Received** – click on document name to complete):
 - Master Promissory Note (MPN) for Federal Direct Unsubsidized Stafford Loans
 - Entrance Interview /Counseling for graduate students (covers both Stafford and Grad PLUS loan)

IF YOU DECIDE TO BORROW ADDITIONAL LOAN FUNDS BEYOND THOSE LISTED ABOVE, PLEASE REVIEW THE FOLLOWING APPLICATION OPTIONS:

- To apply for a Federal Direct Graduate PLUS Loan
 1. Electronic Applications
 - a. Go to <https://onbase.enterprise.columbia.edu/SFSPortal/>
 - b. Login with your UNI credentials to complete and submit the form
 2. Wet-signed Applications
 - a. Go to <https://sfs.columbia.edu/forms-docs-library>
 - b. Select the 2021-2022 Federal Direct Graduate PLUS Loan Request and Credit Authorization Form
 - c. Go to <https://onbase.enterprise.columbia.edu/SFSPortal/>
 - d. Login with your UNI credentials to upload and submit the form
 3. If you have not done so already, you must also go to <https://studentaid.gov/mpn/> to complete the Federal Graduate PLUS Loan Master Promissory Note.
 4. If you cannot login, please e-mail us at sfp@columbia.edu with the subject “PLUS Loan Login Error”
- To apply for a private educational loan, students can choose any lender funding private student loans and complete an online application with that lender.

(Continued on page 2)

Columbia University in The City Of New York

Office of Student Financial Planning

202 Kent Hall MC 9203 1140 Amsterdam Avenue New York, NY 10027

Phone: 212-854-7040 Fax: 212-854-2818 Email: sfp@columbia.edu

- International students** may choose any lender of their choice funding private student loans and complete an online application that includes a creditworthy U.S. cosigner or they may investigate home country resources.

PLEASE NOTE: The terms and conditions of federal student loans or assistance may be more favorable or beneficial than the terms and conditions of private education loans. If you decide to borrow a private educational loan, please be advised that students have the right and ability to select the education loan provider of their choice, are not required to use any of the University's suggested lenders and will suffer no penalty for choosing a lender that is not included in the listing, For more information on suggested lenders, please visit: <http://sfs.columbia.edu/financial-aid/private-loans>.

Please note that changes in your enrollment status, including adding and/or dropping classes or withdrawing from the University, can impact your financial aid award. Please contact the Office of Student Financial Planning if you plan on changing your academic program and/or the number of credits for which you are enrolled at any point during the school year.

OTHER FINANCIAL AID RESOURCES:

- National Student Loan Database – <https://studentaid.gov/h/manage-loans> – to access information on any federal student loans taken as a graduate or undergraduate student
- Federal Guide to Financial Aid – www.studentaid.gov – for general information on federal student aid programs and eligibility