

# UNIVERSITY OF MASSACHUSETTS MEDICAL SCHOOL

## FINANCIAL AID APPLICATION INSTRUCTIONS FOR FEDERAL STUDENT LOANS 2017-2018 ACADEMIC YEAR

**Please DO NOT submit the IRS Tax Return Transcript or your federal tax return unless you have been instructed to do so by the Financial Aid office. As always, please do not submit your STATE tax return.**

### **PAPER FORMS TO BE SUBMITTED TO FAO (Annually):**

1. **UMMS Application for Financial Aid**
2. **Child Care Expense Form** - if you will incur child care expenses during 2017-2018.

All forms are available for download at [www.umassmed.edu/financialaid](http://www.umassmed.edu/financialaid)

### **FORMS TO BE COMPLETED ELECTRONICALLY:**

#### **1. FAFSA for 2017-2018**

The 2017-2018 FAFSA is available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Make sure to sign the FAFSA electronically with your PIN. Only the student's (and spouse if applicable) financial information is required on the FAFSA.

- When you file your FAFSA, the UMMS code is **G09756**.
- When you receive your Student Aid Report, please check to see that it is valid and that no corrections or updates are required.

The U.S. Department of Education created an enhancement to the FAFSA filing process by allowing applicants to retrieve tax data directly from the IRS. This new process is called the IRS Data Retrieval Tool. The IRS Data Retrieval Tool will allow student's tax information to be transferred from the IRS to the FAFSA automatically. We strongly recommend that students select this option when filing their 2017-2018 FAFSA. This option will streamline and expedite the processing of your financial aid.

#### **Important things to consider:**

- If you did not file a Federal IRS tax return, you cannot use the IRS Data Retrieval Tool because there is no information on file with the IRS for you to view and transfer.
- Electronically filed tax return information will be available 1-2 weeks after the return has been filed. Data from paper tax returns will be available in 6-8 weeks.
- You cannot utilize the IRS Data Retrieval Tool if you are married and file separate tax returns from your spouse, if you had a marital status change after the end of the 2016 tax year or have filed an amended tax return.
- If your application has been selected for verification and the IRS Data Retrieval process was not used, the applicant will be required to submit a tax transcript from the IRS as copies of Federal tax returns will no longer be acceptable forms of documentation for this purpose.

2. **Sign your Master Promissory Note**

- All **new applicants** must sign a Federal Direct unsubsidized Stafford Loan Electronic Master Promissory Note at: <https://studentloans.gov/myDirectLoan/index.action>

3. **Entrance Counseling**

- All **new applicants** must complete an entrance interview at:  
<https://studentloans.gov/myDirectLoan/index.action>

4. If the maximum amount of unsubsidized Stafford loans (\$47,167 for Medical students and \$20,500 for Masters and PhD students) is not enough to cover your total cost of attendance as determined by UMMS, you may opt to apply for a GradPLUS loan. Please contact the Financial Aid Office **once you have received your award letter** if you are unsure if you need to apply for this loan. All **new GradPLUS applicants** must sign a Federal Direct GradPLUS Loan Electronic Master Promissory Note:  
<https://studentloans.gov/myDirectLoan/index.action>

5. All students who apply for a Federal Direct GradPLUS must submit a Federal Direct GradPLUS Loan Request Form: [Grad Plus App AND Instructions 17-18.pdf](#)

**PLEASE MAIL COMPLETED PAPER FORMS TO:**

**UNIVERSITY OF MASSACHUSETTS MEDICAL SCHOOL  
OFFICE OF FINANCIAL AID  
55 LAKE AVENUE NORTH  
WORCESTER, MA 01655**