

UNIVERSITY OF MASSACHUSETTS MEDICAL SCHOOL

FINANCIAL AID APPLICATION INSTRUCTIONS FOR INSTITUTIONAL FINANCIAL AID (NEED BASED AID) 2016-2017 ACADEMIC YEAR

Application Deadlines for Institutional Aid (Need Based Aid):

- **School of Medicine:** Friday, April 1, 2016 or four weeks after acceptance if accepted after March 1, 2016.
- **GSN/GSBS:** Monday, May 1, 2016 or four weeks after acceptance if accepted after April 1, 2016.

For information about **Institutional Aid (need based)**, please refer to your current school catalog.

PAPER FORMS TO BE SUBMITTED TO FAO (either scanned, faxed or mailed):

1. **UMMS Application for Financial Aid.**
2. **Parents' SIGNED 2016 Federal tax return, if they are required to file-** Photocopy of your parents' (and step parents') signed 2016 Federal tax return with **all pages and schedules**. If they filed electronically, please provide a photocopy of a paper 1040 form with all numbers entered on the correct lines. **Please list student applicant's name at the top of all tax returns.**
3. **Parents' 2016 W2 form(s) and 1099 form(s)** - Photocopy of your parents' (and step-parents') W2 form(s) and 1099 form(s). **Please list student applicant's name on all W2 and 1099 forms.**
4. If Parent's do not file tax returns, and they live in the US, they will be required to complete a **2015 Income and Expense Form**.
5. If Parent's do not file tax returns, and the live outside of the US, they will be required to complete a **2015 Non-US Citizen Parent(s) Living Abroad** form.
6. **Child Care Expense Form-** if student applicant will incur child care expenses during 2016-2017.
7. **Business/Farm Supplement-** If your parents have a business or farm, they will be required to complete this form.

All forms are available for download at www.umassmed.edu/financialaid

FORMS TO BE COMPLETED ELECTRONICALLY (Annually):

1. **FAFSA for 2016-2017** - available at <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.
 - If you are selected for verification by the U.S. Department of Education, the Office of Financial Aid may ask you to provide additional documentation to confirm the information reported on your FAFSA.

The U.S. Department of Education recently 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 2016-2017 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 2015 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. **CSS PROFILE** - Complete the 2016-2017 CSS Profile, available at: <https://profileonline.collegeboard.com/prf/index.jsp>. The UMMS code is **3936**. You will need financial information for you, your spouse (if applicable) and your parents. Make certain you include complete parental financial information and electronic signature. **Do not file a CSS profile without parental financial information.**
3. **Divorced/Separated Parent Form** - If your parents are divorced or separated, your noncustodial parent will be instructed to complete this form, available at: <https://ncprofile.collegeboard.com/ncpWeb/pageflows/Main/NcpMainController.jspf>
4. **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>
5. **Entrance Counseling** - All **new applicants** must complete an entrance interview at: <https://studentloans.gov/myDirectLoan/index.action>
6. If the maximum amount of unsubsidized Stafford loans (\$47,167 for Medical students (see breakdown on UMMS application) 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 [Grad Plus App AND Instructions 16-17 HB.pdf](#). 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>

7. All students who apply for a Federal Direct GradPLUS Loan must submit a Federal Direct GradPLUS Loan Request Form: [Grad Plus App AND Instructions 16-17 REVISED.pdf](#)

PLEASE MAIL COMPLETED PAPER FORMS TO:

**UNIVERSITY OF MASSACHUSETTS MEDICAL SCHOOL
OFFICE OF FINANCIAL AID S1-844
55 LAKE AVENUE NORTH
WORCESTER, MA 01655
(Fax) 508-856-1899
(Voice) 508-856-2265
FinancialAid@umassmed.edu**