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**Lackawanna College Financial Aid Checklist**

**[ ]  FAFSA –** [**www.fafsa.gov**](http://www.fafsa.gov)

 **What is a FAFSA?**

 The FAFSA is used to apply for all need-based aid. The information is used to calculate all financial aid for the student. Make sure to list Lackawanna College (School Code 003283).

 **When should I file?**

 Pennsylvania residents must file before May 1st to be considered for a PA State Grant. Non-residents should file as soon as they know they are interested in attending college.

 **What will I need?**

* A Federal PIN number for Student and Parent. Apply at [**www.pin.ed.gov**](http://www.pin.ed.gov) **(Required for steps below)**
* Date of birth
* Name and Social Security Number; as they appear on your Social Security Card
* Your prior year Federal Income Tax Return
* Your Parents’ prior year Federal Income Tax Return (if you are a dependent student)
* W-2 Forms and other records of money earned

[ ]  **Federal Direct Stafford Loan –** [**www.studentloans.gov**](http://www.studentloans.gov)

**[ ]  Entrance Counseling**

 **What is Entrance Counseling?**

The Entrance Counseling session reviews basic facts about your student loans.

 **When should I complete?**

It is recommended that Entrance Counseling be completed as soon as possible and is mandatory before your loans can be processed.

 **What will I need?**

Approximately 30 minutes & your federal pin number. (**NOTE:** Apply for PIN **at least 3** **days** prior to completing Entrance Counseling or an MPN).

**[ ]  Stafford Loan Master Promissory Note (MPN)**

 **What is a Master Promissory Note?**

 **A** Master Promissory Note (MPN) is a document signed by a borrower promising to repay a **Federal Stafford Student Loan**.

 **When should I complete?**

It is recommended that you complete your MPN as soon as possible. If you just applied for a Federal PIN number, you must wait up to 3 days before your Pin can be used to sign your MPN.

 **What will I need?**

* Social Security Number
* Date of Birth
* You must provide two separate references with different U.S. addresses. The first reference should be a parent (if living) or legal guardian.
* Federal Student PIN (what you used to sign your FAFSA).

**[ ]  Pennsylvania State Residents**

* Complete the FAFSA before May 1st & indicate Pa residency, a link will direct you to complete your state grant. **You must still print out and mail the signature page in order to complete the process**. **Follow the on-line instructions**. **OR**
* Go directly to the PHEAA website: [**www.pheaa.org**](http://www.pheaa.org) to complete the state grant application.

[ ]  **Please call** (570) 961-7859 for information or to schedule an appointment. It is **strongly** r**ecommended** the above steps be completed prior to an appointment with the Financial Aid Office.