Financial Aid Steps for Students

- **Completing the FAFSA**
  - Go to [https://fafsa.ed.gov/](https://fafsa.ed.gov/)
  - Click Login
  - Select “Enter your (the student’s) FSA ID
  - Select “Create FSA ID”
    - Go through the steps and enter in all information asked into the FSA ID. You are creating an account, so you can Login to FAFSA
    - If you are a dependent student, at least one parent will need to make an FSA ID in addition to yours. This is how you both will be able to electronically sign the FAFSA
  - Go back to the login screen at [https://fafsa.ed.gov/](https://fafsa.ed.gov/)
  - Login with your FSA ID or Email and password.
    - The application will default to **2019-2020**.
    - Next Create a “Save Key” (anything between 4 and 8 characters)
    - Enter the information that is requested in the FAFSA. Take your time and read all of the information as answering questions incorrectly will delay the processing of your FAFSA application.
    - **School Code is 005759**
    - Before you submit the application make sure all of the required signatures have been applied.
    - Then Submit *(Your FAFSA will be sent to our school in 3-5 days.)*

- **Completing the Loan Agreement for Subsidized/Unsubsidized Loan (MPN) and Loan Entrance Counseling**
  - Go to [https://studentloans.gov](https://studentloans.gov)
  - Log in with your FSA ID (same logins as FAFSA)
    - **Loan Entrance Counseling**
      - Select Loan Counseling
      - Entrance Counseling
      - Find Northwest Technical College-Bemidji
      - Click Notify School
      - Select the option to complete for the Subsidized/Unsubsidized Loans as an undergraduate student.
      - Now, continue through the counseling. You will need to read through all of the information and answer the questions as you go.
    - **Loan Agreement for Subsidized/Unsubsidized Loan (MPN)**
      - Select Complete Loan Agreement for a Subsidized/Unsubsidized Loan (MPN)
      - Loan type is Undergraduate Subsidized/Unsubsidized
      - Complete the information it asks. You will need to provide contact information for 2 references that have 2 different addresses and phone numbers from each person.