

2009-2010 Kellogg Admitted/Returning International Student (Financial Aid Award Notice Instructions)

We have received and reviewed your financial aid application materials for the 2009-2010 academic year. Please follow the (3) steps below to review and respond to the offered Financial Aid. Note: In conjunction with the Financial Aid Award Notice Instructions please download the "Financial Aid Handbook":

http://www.kellogg.northwestern.edu/fin_aid/handbook.htm

*** Step 1 (Accept/Reduce/Decline your Financial Aid Offer):

Financial Aid Award Letter

To view your Award Letter, login to CAESAR www.northwestern.edu/caesar/ with your net id and password. Once you are logged into CAESAR, please navigate to:

For Students>Financial Services>Accept/Decline Financial Aid, Select Aid Year 2010.

With this Award Letter you can accept, reduce or decline any offered loan amounts. Please review this information and complete this by May 29, 2009 for 1Y MBA Students and June 30, 2009 for 2Y MBA/MMM Students.

The budget worksheet found on the Kellogg website at http://www.kellogg.northwestern.edu/fin_aid/budget.htm

is a good tool to help you decide how much financial aid to borrow.

To review your award information (including budget and contribution), and print a copy for your records, please navigate to:

*For Students>Financial Services>View My Financial Aid

* Select Aid Year 2010

* Click on Print Award Letter

* Click Generate Award Letter

* You will receive a message, "please wait while Award Letter is being generated"

* This should take approximately 30 seconds

* Click on to view your Award Letter

Please know that if you sign your Award letter electronically via CAESAR, you do not need to sign a paper copy or send a copy to our office.

*** Step 2 (Institutional/Private Loan Application Process):

NU International Loan Option A and B

You may complete the online application for the NU International Loan, which is located at

<http://www.northwestern.edu/caesar/> For

Students>Financial Services>NU Loan Application. .

The variable interest rates for the NU Loan program (September 1, 2009 - August 31, 2010) will be 7.5% for NU Loan Option A and 8.0% for NU Loan Option B; Option B also charges a 4% origination fee.

If the loan application is approved, your co-signer will be mailed the Promissory Notes to sign. After they have signed the Promissory Notes, they should mail them to you for your signature. Please then return the signed Promissory Notes to the

Northwestern University Student Loan Office, 555 Clark Street, 3rd Floor. Please review this information and complete this by May 29, 2009 for 1Y MBA students, August 1, 2009 for 2Y MBA/MMM incoming students, and August 15, 2009 for second year MBA/MMM students.

If you decide to borrow a loan from a lender other than the NU International Loan Program, please contact our office at finaid@kellogg.northwestern.edu or 847-491-3308, option 1. If you have any questions, please contact our office.

*** Step 3 (Individual Taxpayer Identification Number Application Process):

Individual Taxpayer Identification Number (ITIN)
In order to complete the processing of the NU International Loan, either Option A or Option B, International Students need to obtain either a Social Security Number (SSN) or an Individual Taxpayer Identification Number (ITIN). The University is obligated by law under 26 CFR 1.6050S-3(f) to request from you either a SSN or an ITIN so this information can be included on an information return to be filed with the Internal Revenue Service (IRS).

If you are not eligible for a SSN, you can submit an Application for IRS Individual Taxpayer Identification Number (Form W-7) to the IRS indicating that you are seeking an ITIN for purposes of reporting educational loan interest. This form is available on the IRS website at <http://www.irs.gov>. If you are applying for an ITIN, in addition to completing and mailing the W-7 application form to the IRS, you will also need to include a letter with

your completed W-7 application from the Northwestern University International Office stating that you are in a valid (F/J) status, not currently employed, not eligible for a SSN, and will file a tax return; also, if you were to secure employment, you would then need to obtain a SSN and cancel the ITIN. Please contact the Northwestern University International Office at 630 Dartmouth Place, 847-491-5613, or intoff@northwestern.edu for more information on applying for and receiving this letter. Once received, please mail this letter with your completed W-7 application to the IRS.

Please submit a copy to the Northwestern University Student Loan Office, 555 Clark St., 3rd Floor, so that your loan can disburse to your tuition account. Please also keep a copy for your records.

You should consult with your own tax advisor if you have questions about your own individual tax reporting obligations.

Once you obtain your SSN or ITIN, please update the Registrar's Office, located at 633 Clark St., 1st floor, with this information. Please also send a copy of the SSN or ITIN to the Northwestern University Student Loan Office.

NOTE: International Students (F/J) must be in the U.S., have completed the required check-in with the International Office and be registered as a full-time student prior to being eligible to request the ITIN letter from the International Office.

NOTE: Please know that if you do not borrow all of your offered loan assistance at this time, you may request this loan assistance at a later date; our

office will email students of the exact deadline dates during the academic year.

FINANCIAL AID CHECKLIST

The following is a checklist of the steps to follow to complete the Financial Aid application process for financial assistance during the 2009-2010 academic year.

____ Review the “Kellogg Financial Aid Handbook”.

____ Review your 2009-2010 Financial Aid Award Notice on CAESAR, please accept, reduce, or decline the offered aid.

____ Sign the Award Notice electronically, and it will be submitted to our office for processing.

____ Complete the online NU International Loan application.

____ Student and Co-Signer sign the promissory notes for the NU loan application and return the notes to the Northwestern University Student Loan Office.

____ Obtain a social security number or an individual taxpayer identification number. If applying for an ITIN number, send a copy of the completed W-7 application form that you mailed to the IRS to the NU Student Loan Office.

____ Once you receive an ITIN number or SSN (if applicable), please update the NU Student Loan Office and the NU Registrar's Office

____ If borrowing a loan option other than the NU International Loan, please contact our office at finaid@kellogg.northwestern.edu