UNIVERSITY OF HAIFA
International School

Step by Step Guide to Applying for Financial Aid

This guide applies only to students with **US citizenship or eligible noncitizens**. In order to be able to have the loans disbursed in a timely manner, please complete the following ASAP:

1. Obtain an FSA (Federal Student Aid) ID number

Note about the FSA ID: The FSA ID will be sent to your permanent address within 10 days of applying. You may also request the FSA ID electronically. This takes up to 1-3 days to receive via email notification with instructions on how to retrieve the FSA ID electronically. The email link will be active for 14 days. If you forget your FSA ID number, a duplicate FSA ID can be applied for on the site and sent to your email address. If it is on file, you will receive an email within four hours.

You can use the FSA ID to access your FSA program records online, make corrections to your application information through the Internet and access your Renewal FAFSA in subsequent years. The FSA ID number takes the place of your signature when applying for the FAFSA on the Web both now and in the future. If you have not activated your FSA ID in over 18 months, the number will be deactivated. It is important to keep your FSA ID in a place where you will be able to find it for future use; this will prevent unnecessary problems and delays. It is advisable to receive your FSA ID before completing your FAFSA on the web.

2. **Complete the Free Application for Federal Student Aid (FAFSA) on-line** a. You will need the following information when applying: i. Social Security Number
ii. Driver's license number
iii. Information on savings, investment records, etc.
iv. W-2 forms (and other records of money earned)
v. Federal tax returns from previous two years
vi. FSA ID
vii. Haifa University school code: **G10456**

Note about the FAFSA: This is the federal application required for all applicants who are U.S. citizens or eligible noncitizens, and who wish to establish eligibility for financial aid offered by the United States Department of Education as well as the United States Department of Health and Human Services. Your eligibility is determined on an annual basis.

3. **The Department of Education will send a Student Aid Report (SAR) – the result of your FAFSA.** Your complete SAR will contain your Expected Family Contribution (EFC) - the number the financial aid office uses to determine your federal student aid eligibility. Please review your SAR carefully to make sure that it is correct. If changes are necessary, you can do so online using the FAFSA on the web site provided.

4. **Using your FSA ID, complete an MPN (Master Promissory Note).** University of Haifa offers Direct Unsubsidized loans through the Department of Education. Information can be found here.

Note about Master Promissory Note (MPN): The MPN is the contract that you sign with the U.S. in order to receive your loans. Only when you have completed and signed the MPN will your loan be disbursed. Please note that two different U.S. addresses must be used for the references. The first reference should be a parent (if living) or a legal guardian, while the second can be

anyone else of your choice. If your parents have different addresses, both can be used. The references are needed to verify information and not for the purpose of guarantors. On the MPN you must also indicate if you want to pay the unsubsidized interest while still in school. It is only advisable if you do not need to increase your loans to cover the repayment of the interest.

5. **Complete the Entrance loan counseling**
Note about Entrance Counseling: Entrance interviews will be provided for Graduate Direct Unsubsidized loan borrowers and exit interviews will be conducted for any student leaving school or dropping below half-time enrollment. The purpose of both the entrance and exit interviews is to provide a framework for debt management. Debt management entails knowing how student loans will affect finances, goals and lifestyles, both now and in the future. Both meetings include a discussion of the borrower's rights and responsibilities for each loan taken as well as a review of various topics in personal finance.
Entrance counseling will:
• Reinforce importance of repayment
• Describe the consequences of default
• Explain the MPN
• Explain interest and capitalization
• Provide information about NSLDS
• Review terms and conditions of loan
• Review repayment options

6. Please upload your completed SAR (Student Aid Report) form, MPN (Master Promissory Note) and Proof of EC (Entrance Counseling) on your application portal.

For more information, please contact Galya Levy, Federal Student Aid Officer at University of Haifa at glevy4@univ.haifa.ac.il