## On-line Acceptance of Loans and Work Study

<table>
<thead>
<tr>
<th>Who needs to do this?</th>
<th>ALL STUDENTS receiving:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Perkins Loan</td>
</tr>
<tr>
<td></td>
<td>• Direct Loans</td>
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<tr>
<td></td>
<td>• Work Study (accept by September 30th)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Electronic Master Promissory Note (EMPN)</th>
<th>On-line Entrance Counseling</th>
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</thead>
<tbody>
<tr>
<td>FIRST TIME Direct Loan Borrowers</td>
<td>FIRST TIME Direct Loan Borrowers</td>
</tr>
<tr>
<td>FIRST TIME Grad PLUS Loan Borrowers</td>
<td>FIRST TIME Grad PLUS Loan Borrowers</td>
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</tbody>
</table>

### Where do I go?

- sis.umflint.edu
- https://studentloans.gov
- https://studentloans.gov

### What do I need?

- UM-Flint uniqname
- LAN password
- Department of Education PIN ([http://pin.ed.gov](http://pin.ed.gov))
- Social Security Number
- Permanent address and phone number
- Two references (complete names, addresses, and phone numbers)
- 20-30 minutes

### Steps to Follow

1. Click on the following:
   - Read "Required Reading" at www.umflint.edu/finaid/RR.htm
   - Go to sis.umflint.edu
   - Login
   - Click Financial Aid
   - Click Award
   - Click Award by Aid Year
   - Select Aid Year 2014-2015
   - Click Award Overview [Tab] *For help understanding this screen please review the back of the sheet.
   - Click Accept Award Offer [Tab]
   - Scroll down and follow the instructions on the web site to accept/decline/decide later

2. Go to the indicated web page.
3. Click on sign in box.
4. Sign In
5. Click Complete Master Promissory Note
   - Undergraduate students should select the Subsidized/Unsubsidized option.
   - Graduate students may need to complete the Subsidized/Unsubsidized option and the Graduate PLUS option.
6. Select the University of Michigan-Flint as your school.
7. Enter required information.
8. You will have the option to print a copy of the MPN once completed.

### Additional Information

- Office of Financial Aid receives electronic confirmation that the EMPN has been completed.
- An EMPN must be completed in order to receive Direct Loan funds.
- The EMPN authorizes the University of Michigan-Flint to credit Direct Loan funds to your student account.
- If you have consolidated your loans or if it has been more than 10 years since you signed your original EMPN, you will need to do another EMPN.

### PERKINS BORROWERS

- If you accept a Perkins Loan, you will be mailed instructions with a Master Promissory Note (MPN). Perkins MPNs are signed one time and are valid throughout your attendance at UM-Flint, (continuing UM-Flint students who have already signed a MPN will not be sent a new one). Students are required to fill out a new Perkins Loan Questionnaire each academic year.

- Office of Financial Aid receives electronic confirmation that the EMPN has been completed.
- An EMPN must be completed in order to receive Direct Loan funds.
- The EMPN authorizes the University of Michigan-Flint to credit Direct Loan funds to your student account.
- If you have consolidated your loans or if it has been more than 10 years since you signed your original EMPN, you will need to do another EMPN.

- Your quiz results will be transmitted electronically to the Office of Financial Aid.
- Students borrowing through the Federal Direct Loan Program must complete counseling in order to receive their Direct Loan funds.
Financial Aid \rightarrow Awards \rightarrow Award by Aid Year

Below is a guide to the Award Overview tab on SIS. This screen provides a comprehensive look at the factors used to determine your aid package and a listing of the awards you are eligible for during the 2014/2015 aid year.

**Award Package By Aid Year Financial Aid Year 2014/2015**

1. **Need Calculation**
   - Cost of Attendance: $21,345.00
   - Estimated Family Contribution: $0.00
   - Initial Need: $21,345.00
   - Outside Resource: $600.00
   - Need: $20,745.00

2. **Cost of Attendance**
   - Books and Supplies: $855.00
   - Personal Expenses: $1,160.00
   - Room and Board: $8,707.00
   - Tuition and Fees: $7,820.00
   - Transportation: $2,803.00
   - Total: $21,345.00

3. **Expected Enrollment**
   - Status: Fall: Full Time
   - Winter: 3/4 Time

4. **Cumulative Loan Information**
   - Loan Type: Subsidized
   - Amount: $2,000.00
   - Perkins: $1,500.00

5. **Financial Aid Award by Term for the Financial Aid Year 2014/2015**

<table>
<thead>
<tr>
<th>Term</th>
<th>Fall 2014</th>
<th>Winter 2015</th>
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6. **To accept awards listed as “offered” please click on the Accept Award Offer tab located at the top of the screen.**

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**How to search for and apply for a Work Study Job**

1. Go to: umjobs.org
2. In the Jobs Search box
   a. Work location = Flint campus.
   b. Regular/Temporary = Temporary
   c. Keyword = work study
3. Click SEARCH
4. A listing of open positions will appear. To review the job description click on a specific position.
5. To apply for a position click on the Apply Now button in the position description.
6. Click the link here link to apply as an External Applicant.
7. Review position description again and click the Apply Now button.
   **NOTE:** Review the required qualifications section to see if a resume is required.
8. Login with your user name and password
   a. If you have never registered on this site click the Register Now link and create a user name and password.
   b. Keep the user name and password to apply for other positions or to check the status of a job posting.
9. Follow directions on the screen to apply.
   **NOTE:** You are not required to upload a resume.

Please contact Human Resources with any questions.
(810) 762-3150 or Flint-HRAA-service@umflint.edu