

Award Letter To-Do List:

- Read the letter and accompanying material.
- Check the top of the award letter. If your credit-hour range or housing status change, please complete and return the **Request for Re-evaluation** form found in the back of the booklet (p.15) in your packet.
- Loans are listed with the best loan first. Check the line under the “accept” or “reject” column next to each type of aid you have been awarded.
- Sign the back of the award letter in the first box whether you are accepting or rejecting your aid.
- If you are reducing any loans, indicate the reduced amount on the back of the award letter in the area specified for the loan(s) you are reducing, sign and date.
- If you are accepting any loans, fill in the name and lender ID number on the back of the award letter in the space indicated near the bottom.
- Return ONE copy of the award letter to the School of Law School Financial Aid Office (Riverfront Campus address). If you accepted all or any part of the Graduate PLUS loan, return your completed PLUS loan Master Promissory Note with the award letter to the School of Law Financial Aid Office.

Where do I go from here?

- If you accepted any Stafford loans, watch your mail! Your lender will send you a Master Promissory Note and/or instructions on how to complete the note on line. If you already have a serial Stafford Loan Master Promissory Note on file with your selected lender, the lender may not need a new one. You cannot receive aid until you have completed this step!
- Complete your Stafford Loan Entrance Interview on line as soon as possible at www.mapping-your-future.org. Select University of Detroit Mercy as your school. You cannot receive aid until you have completed this step!
- About two to four weeks after your Master Promissory Note is received by the lender, you should receive a **Notice of Loan Guarantee and Disclosure Statement** showing the amount and the anticipated dates for the lender to disburse your loan funds to the School. If you do not receive this, contact your lender.
- Enjoy the rest of your summer!