



COMPLETING THE ONLINE STAFFORD LOAN REQUEST FORM

Why mail, fax or stand in line when the Stafford Loan Request Form can be submitted electronically to the NEIU Financial Aid Office?

Simply visit the NEIU Financial Aid Office website section on 'Forms,' complete your request and hit the 'Submit' button. It will grab ANY email service available on the machine or it is directed to use – however you as the student must have a valid email account. When you hit the 'Submit' button, you will see the message box appear below – make sure your pop up blocker is OFF.

- If you have Microsoft Outlook or Lotus Notes on the machine you are using, select the first option
- If you have an internet email address (i.e.: hotmail, yahoo) select the second option
- Any problems contact the university HELP Desk at 773-442-4357

Financial Aid Forms link:

http://www.neiu.edu/NEIU%20Departments/Administrative%20Departments/Financial%20Aid/Financial%20Aid%20Forms/Financial_Aid_Forms.html

Select Email Client

Please indicate the option which best describes how you send mail.

Desktop Email Application

Choose this option if you currently use an email application such as Microsoft Outlook Express, Microsoft Outlook, Eudora, or Mail.

Internet Email

Choose this option if you currently use an Internet email service such as Yahoo or Microsoft Hotmail. You will then need to save your form and return it manually to Stafford-Loans@neiu.edu using your Internet email service.

Don't show again

OK Cancel