TheChicagoSchool®
of Professional Psychology

A Guide to Financial Aid Documents in the Applicant Portal

The following instructions will assist you in completing your financial aid. Please follow the steps outlined.

Once you have logged in to the Applicant Portal, you will see the financial aid tab in the left navigation.

STEP ONE
Financial Aid Institutional Application
Click link to access website:
   {https://www.thechicagoschool.edu/admissions/financial-aid/financial-aid-process/financial-aid-forms/ }.
Select your location and complete the Financial Aid Institutional Application.
   Once you have completed the institutional application and financial aid verifies the document the status in y our Applicant Portal will change from *required* to *on-file*.

STEP TWO
Direct Load Entrancing Exam
   Click link to access we site {www.studentloans.gov}.
   Click on the green 'Sign -In' tab and select the option Complete **Entrance Counseling**.
      Once you have completed the **Entrance Counseling** and the document is verified the status will change in your Applicant Portal from *required* to *on- file*.

STEP THREE
Signed Estimated Award Letter

Your financial aid award letter will be emailed directly to you from The Chicago School's Financial Aid department.

Print and sign your award letter, next scan and save as a document, then upload the document electronically.

Once the document has been uploaded and verified, the status in your Applicant Portal will change from *required* to *received*.
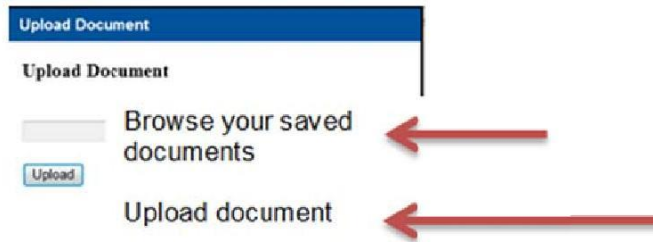
STEP FOUR
Direct Stafford Loan Promissory Note

Click link to access we site {www.studentloans.gov}.

Click on green 'Sign-In' tab and select the option **Sign Master Promissory Note**.

Once you have electronically signed your promissory note and the document has been verified the status in your Applicant Portal will change from *required* to *on-file*.

STEP FIVE
Direct Deposit Form

Click link to access the Direct Deposit Form:

https://www.thechicagoschool.edu/wp-content/uploads/2015/12/direct_deposit_form_tcspp2011.pdf

Complete form and save as a document, next upload document electronically.

Once the document has been uploaded and verified the status in your Applicant portal will change to *on-file*.