

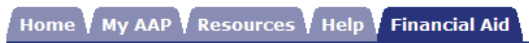


A first-time Student's Guide to the WGU Financial Aid Application Process

Western Governors University School Code: 033394
 Contact WGU Financial Aid Office : 1-877-435-7948 ext. 3104
 Email: finaid@wgu.edu

Getting Started

1. Open your web browser and type <http://my.wgu.edu> into the Address field to go to the MyWGU Student Portal.
2. Log into the MyWGU Student Portal using the username and password you established while completing your admissions application.
Note: You must complete the WGU Application for Admission prior to starting the Financial Aid Application process. If you have not yet applied, go to <http://www.wgu.edu/applynow>.
3. Click on the "Financial Aid" Tab located in the main navigation bar.



The Financial Aid Application Tab

Below is an example of what you will see in the "Financial Aid" tab in the MyWGU Student Portal.



Under "My Financial Aid Requirements," you will find all that is required of you to complete your application for Federal Financial Aid. Steps you can take immediately are the clickable items in the list. If you have questions about any of the tasks, click on the paper-like icon in the "Message" column. You may also contact the WGU Financial Aid Office by email at finaid@wgu.edu or by phone toll-free 1-877-435-7948 ext. 3104.





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The Steps to Apply for Financial Aid

The financial aid application process is detailed in the steps below. All of these steps are to be completed through the “Financial Aid” tab on the MyWGU Student Portal at <http://my.wgu.edu/>.

Step 1: Apply for a Personal Identification Number (PIN).

You will need to apply for a PIN from the Department of Education. You will use this PIN to “electronically sign the FAFSA and other necessary verification forms.

All of these steps are to be completed through the “Financial Aid” tab on the MyWGU Student Portal at <http://my.wgu.edu/>.

Step 2: Complete the Free Application for Federal Student Aid (FAFSA).

A FAFSA must be completed if you want to apply for federal financial aid. The FAFSA establishes what is considered your “financial need.” You can complete the FAFSA independently online at <http://www.fafsa.ed.gov>, but it is recommended that you use the MyWGU Student Portal to complete this step in the process.

Note: When asked for, use the WGU School Code located in the top right corner of this page.

Step 3: Complete the Master Promissory Note (MPN).

The MPN is a legal document that opens a line of credit for your educational expenses during your academic career. When you sign this MPN, you promise to repay your student loans. The note also contains important language regarding your rights and responsibilities as a borrower.

Step 4: Complete Entrance Loan Counseling.

This step is required to ensure you understand your financial obligations to WGU, your loan lender, and any other financial party in your education.

Step 5: Complete any other Financial Aid documentation as required.

Before a final decision is made about your financial aid award, you may be required to submit additional documentation for verification purposes. You will be notified of these additional steps by the WGU Financial Aid Office as well as in your Financial Aid tab on the MyWGU Student Portal.

Step 6: Receive Your Award Letter from WGU and Accept Your Financial Aid Award.

You will receive a Financial Aid Award Letter that will indicate the grants and loans for which you are eligible. You should allow 2-3 weeks for processing your application (after all required documentation is received) to receive your award letter.

Once your award letter is received, you will need to officially accept your financial aid award and agree to the terms and conditions associated with it. These steps will be completed in the Financial Aid tab on the MyWGU Student Portal.

