

ST. MARY'S UNIVERSITY



FINANCIAL AID CHECKLIST Graduate/PhD Students

Will you be attending St. Mary's University? If so, review this checklist to ensure you have completed the necessary steps in order for your financial aid to be disbursed. The most up-to-date information about your financial aid and student account bill will be available on the GATEWAY Web Site at <https://gateway.stmarytx.edu>.

Scholarships and Student Loans

- Review your paper financial aid award letter or the electronic version under GATEWAY at <https://gateway.stmarytx.edu>. To accept or decline the student loans awarded, notify the Office of Financial Assistance in one of the following ways:

- update the **Accept Your Award** tab on GATEWAY
- mail the paper award letter
- sign, scan and e-mail the award letter to finaid@stmarytx.edu
- fax the signed award letter to 210-431-2221

To reduce the loan amount, please:

- mail the paper award letter
- sign, scan and email the award letter to finaid@stmarytx.edu
- fax the signed award letter to 210-431-2221

All first-time students at St. Mary's accepting the Direct Stafford Loan are required to complete the Master Promissory Note (MPN) and Entrance Counseling Session on-line at www.studentloans.gov

Office of Financial Assistance

St. Mary's University
One Camino Santa Maria
San Antonio, Texas 78228
p: 800-367-7868 or 210-436-3141
f: 210-431-2221
www.stmarytx.edu
www.stmarytx.edu/finaid
finaid@stmarytx.edu

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Additional Alternative or Private Educational Loans

- Contact the Office of Financial Assistance regarding the available options for additional private loans.

Students interested in the Graduate PLUS loan, please begin the process by completing the Application for Graduate PLUS Loan at

<https://www.stmarytx.edu/about/offices/financialassistance/graduate/forms-resources/>

St. Mary's University Financial Planning Form

- Complete the Financial Planning Form. The Financial Planning Form must be submitted to the Business Office prior to the start of each semester. Regardless if there is a zero balance on the student's account, this form must be submitted by every student. The form is available through the Gateway.

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