

## INSTRUCTIONS FOR COMPLETING THE FEDERAL STAFFORD LOAN APPLICATION ON-LINE

1. Go to [www.opennet.salliemae.com](http://www.opennet.salliemae.com).
2. Select "Borrower Log In" on the left (click on where it says "Go").
3. Select "Massachusetts."
4. Select "The New England Institute of Art" (it's listed under "T" for "The").
5. Click "Submit"
6. Click on "Create New Account" on the bottom
7. Enter your information
8. Log-in
9. Select "Student – Start a Federal Stafford Loan"
10. Enter your information
  - Loan period is "Fall/Winter"
  - Grade level is "First year/Freshman."
  - Select a lender from the recommended lender list provided or one of your own choosing.
11. Click on "Next."
12. Fill out the form.
13. Submit application.
14. Chose to sign electronically.
15. Accept terms and conditions.
16. Enter your name to sign electronically, submit.

The New England Institute of Art's Office of Student Financial Services will then be able to access and print your application off-line. If you are having any difficulty, please contact your Admissions Coordinator for assistance. Thank you!