



THE UNIVERSITY OF TEXAS AT DALLAS

Applying for a Stafford Loan Using TG Loans By Web™

Keep in Mind

- You are free to choose a lender from the vast number of lenders available in the student lending community. The choice is entirely yours and must be made before your loan(s) will be funded.
- For your convenience, you can complete an application through TG Loans By Web. If you do not have access to a computer with an Internet connection, contact TG. Refer to TG's contact information below.
- If you choose a lender who does not participate in the TG Loans By Web process then you will need to apply through that lender's preferred method and have them send UTD a "Certification Request".
- Be prepared to provide the names, addresses, and phone numbers of two references.
- You may have the option to electronically sign a Master Promissory Note (MPN) with certain lenders. To do so, obtain a Department of Education personal identification number, or PIN, at www.pin.ed.gov.
- Any loan funds approved by the lender will be sent directly to UTD via electronic funds transfer (EFT) and deposited to your student account or at the lender's discretion will be sent by paper check.

Applying

Through TG Loans by Web

1. Open your Web browser and go to **TG Loans By Web** at <https://lbw.tqslc.org>. Log in using your **Social Security Number** and **date of birth**.
2. Select **Complete a loan award**, then choose an award.
3. Update your **Personal Information**. If you are a returning student and have already received a Stafford Loan at UTD, your information should already be available.
4. Review or enter the contact information for your two **References**.
5. Click **Select Lender**. *NOTE: If you previously received a Stafford Loan at UTD and choose the same lender, your lender should automatically be selected.* You may search for a lender by entering a lender name or lender ID, then click **Search**. You may also click **Search** to review a complete list of lenders. Select a lender. Click **Next**.
6. Review and submit your **Loan Award Information**. Click **Back** to make any corrections. Click **Submit** when you are done.
7. **If you are a new borrower at UTD or if you are selecting a new lender**, print the Master Promissory Note (MPN) for a guaranteed loan or have TG print and mail an MPN to you. If the selected lender accepts electronic signatures, click the **E-sign** button to sign your MPN.
8. Click **Logout**. UTD will be notified of your loan electronically.

Help

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