

INSTRUCTIONS FOR COMPLETING A LEHMAN COLLEGE STUDENT LOAN APPLICATION

Please Read Thoroughly

1. **ALL** Federal Direct Loan (FDL) applicants must have a **COMPLETED FAFSA** (www.fafsa.ed.gov) **on file** with Lehman College **before** applying for a student loan.
2. **Undergraduate students** - must be **MATRICULATED** and **registered for a minimum of 6 Undergraduate credits before submitting the loan application.**

You **MUST** indicate your preference for Subsidized loan only or willingness to accept an Unsubsidized loan as well.

YOU WILL NOT BE AWARDED AN UNSUBSIDIZED LOAN IF YOU DO NOT REQUEST IT

3. **Graduate students** - must be **MATRICULATED** and **registered for a minimum of 6 Graduate credits before submitting the loan application.**

****GRADUATE STUDENTS ARE ONLY ELIGIBLE FOR UNSUBSIDIZED LOANS****

GRADUATE students MUST indicate acceptance of UNSUBSIDIZED LOAN funds.

4. **All students** - You **MUST** indicate **how much** you wish to borrow. Counselors are not permitted to suggest how much you should borrow.
5. If you are a **TRANSFER** student, your transfer credit evaluation must be reflected on your CUNYfirst account in order for your loan eligibility to be correctly calculated.
6. If this is your **FIRST TIME** requesting a Federal Direct Loan as a CUNY student, you **MUST** complete the online Entrance Counseling session at www.studentloans.gov using your Federal PIN#. If you need a PIN#, you may request one at www.pin.ed.gov

You **must submit** a copy of the **confirmation of completion** page to the Financial Aid Office with your application.

(Repeat borrowers are strongly encouraged to complete the Entrance Counseling session as well)

7. Your loan **CANNOT be disbursed** until you sign a Master Promissory Note (MPN). If you do not already have an **active** Master Promissory Note on file, you must sign an electronic MPN (eMPN) for your Federal Direct Loan(s), using your Federal PIN #, at www.studentloans.gov.
8. All correspondence concerning your loan and/or other financial aid will be sent to your Lehman email address. Please be sure to check your email account regularly.

If you plan to take loans for more than one semester during the academic year, you must submit the application for the whole academic year. The loan will then be disbursed once during each semester.

**** FUNDS FROM ADDITIONAL LOAN REQUESTS WILL BE DISBURSED MUCH LATER IN THE SEMESTER.****

PLEASE MAKE SURE YOU HAVE ANSWERED ALL QUESTIONS ON THE APPLICATION. BLANK, INCORRECT, OR ILLEGIBLE ANSWERS WILL DELAY THE PROCESSING OF YOUR APPLICATION

**Lehman College
Office of Financial Aid
REQUEST FOR FEDERAL DIRECT LOAN**

Student's Information:

1. Last Name: _____ First Name: _____ M.I.: _____

2. SSN: _____-____-_____ EMPL#: _____ 3. Date of Birth: ____/____/_____

4. Permanent Street Address: _____ Apt#: _____ City: _____ State: _____ Zip: _____

Local Mailing Address (if Different from Permanent Address): _____ Apt#: _____ City: _____ State: _____ Zip: _____

5. Phone #: (____) _____-_____ 6. Lehman E-Mail: _____

(Note: All correspondence will be sent to your college email address)

Loan Request: (MUST BE REGISTERED FOR A MINIMUM 6 CREDITS TOWARD DEGREE PER SEMESTER)

Check One:

I want to receive a Subsidized Loan only (Undergraduate Only)

If I am not eligible for the amount I have requested as a Subsidized Loan, I will accept all or part of my loan in Unsubsidized Loan funds. (Graduate Students are only eligible for Unsubsidized loans)

<u>SUMMER 2013</u>	<u>FALL 2013</u>	<u>SPRING 2014</u>
Anticipated # of Credits _____	Anticipated # of Credits _____	Anticipated # of Credits _____
Total Summer Loan Requested: \$ _____	Total Fall/Spring Loan Amount Requested: \$ _____	

Loan requests are processed for the Fall/Spring semesters except where enrollment is for one semester. Loan disbursements will be made in two equal payments for the loan period certified.

I am graduating at the end of Summer 2013. Yes ___ No ___
 I am graduating at the end of Fall 2013. Yes ___ No ___
 I am graduating at the end of Spring 2014. Yes ___ No ___

Borrower's Certification

This request form is not a promissory note. I must sign an electronic Master Promissory Note (EMPN) online at www.studentloans.gov, using my (Federal) Dept. of Education PIN #. I understand that my eligibility for Federal Direct Loans will be determined in accordance with Federal Law. Further, by signing this application for a student loan I certify that all information provided is true to the best of my knowledge, and that the proceeds of this loan will be used for educational expenses incurred during my period of enrollment at Lehman College.

Applicant's Signature: _____ **Date:** _____

Intake Counselor's Signature: _____ **Date:** _____