INSTRUCTIONS ON SUBMITTING A LOAN REQUEST ONLINE VIA CUNY FIRST

Step #1:

- Log in to your “Student Center” in CUNY First. Go to the Finances section and click on “Direct Loan Processing Form”

Scroll Down to next Step
Step #2:

- Read each of the 12 items carefully and follow these important instructions. There is important information you may need to complete in order for your loan to be processed timely. Once done reviewing, check the acknowledgment box and then click “Agree”
Step #3:

• Enter Institution (select LEH01 from search)
• Enter Aid Year (select 2022), then click “Next”

Scroll Down to next Step
Step #4:
Complete each section:

- **Direct Loan Type**: Select one of the 3 options
- **Anticipated # of Credits**: Please enter the number of credits for each semester you wish to borrow a loan for. Remember, you must be enrolled in at least 6 credits for the semester you wish to borrow a loan. (Example, if you wish to borrow a loan for Fall 2021 and Spring 2022, you must enter the credits in both fields. If you wish to borrow a Fall 2021 only or Spring 2022 only loan, then only enter the number of credits for that semester. This will ensure we process the loan correctly. Loan amounts will be split equally between the semesters indicated.)
- **I am graduating**: Please check the correct statement related to when you will be graduating
- **Read the Borrower’s Certification paragraph then click “Next”**

2021-2022 CUNYfirst Direct Loan Request

Direct Loan borrowers must be registered for a minimum of 6 Credits per semester and degree seeking.

*Direct Loan Type*
- I will accept all or part in Unsubsidized Loan if amount exceeds my eligible Subsidized Direct Loan.
- I want to receive a Subsidized Direct Loan ONLY.
- I am a GRADUATE student requesting an Unsubsidized Loan.

*Federal Direct student Loan 2021-2022 Request Amount: $ 0.00

Actual loan amount awarded may be less than the loan amount requested based on financial aid guidelines.

*Anticipated # of Credits*

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2021</td>
<td>0</td>
</tr>
<tr>
<td>Fall 2021</td>
<td>0</td>
</tr>
<tr>
<td>Spring 2022</td>
<td>0</td>
</tr>
</tbody>
</table>

*I am graduating*
- At the end of Summer 2021 semester
- At the end of Fall 2021 semester
- At the end of Spring 2022 semester
- Not at the end of Summer 2021, Fall 2021 or Spring 2022 semester

**Borrower’s Certifications**

This request form is not a promissory note. I must complete Entrance Counseling and sign a Master Promissory Note (MPN) online at studentaid.gov. I will receive a disclosure statement that provides specific information about each loan, including the loan amount, loan fees, and the expected disbursement dates and amounts. I understand that my eligibility for Federal Direct Loans will be determined in accordance with Federal Law. Further, by signing this request for a student loan I certify that all information provided is true to the best of my knowledge, and that the proceeds of the loan will be used for educational expenses incurred during my period of enrollment at the City University of New York.

I have read and understood the Borrower certification and acknowledge that clicking the submit button on the next page serves as my electronic signature.

Applicant’s Name: [Redacted]

Date: 05/10/2021