

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”**

The screenshot shows the 'Finances' section of a student center. On the left, there are links for 'My Account' (Account Inquiry) and 'Financial Aid' (View Financial Aid, Direct Loan Processing Form, Supplement Form). A search box contains 'other financial...'. On the right, an 'Account Summary' box displays: 'You owe 5,636.16.' with a table showing 'Due Now' at 5,636.16 and 'Future Due' at 0.00. Below this, it states: '** You have a past due balance of 5,636.16. **' and '** This balance does not include Anticipated Aid. **'. At the bottom, it says 'Currency used is US Dollar.' and a 'create pay plan' link. A yellow arrow points from the 'Direct Loan Processing Form' link to the account summary box.

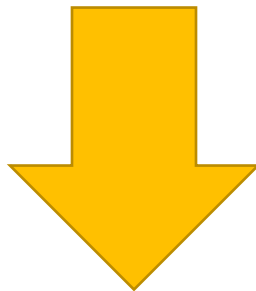
Account Summary	
You owe 5,636.16.	
■ Due Now	5,636.16
■ Future Due	0.00

**** You have a past due balance of 5,636.16. ****
**** This balance does not include Anticipated Aid. ****

Currency used is US Dollar.

[create pay plan](#)

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”

2021-2022 CUNYFIRST DIRECT LOAN REQUEST INSTRUCTIONS

1. Federal Direct Loan (FDL) applicants must have a completed [FAFSA](#) on file with their CUNY College of attendance before applying for a student loan. If you have any questions, please contact a financial aid representative at your college.
2. Please check your CUNY To-Do List in Student Self-Service. Some outstanding items may prevent the processing of your loan request. If you have been selected for verification you need to complete this process prior to the processing of your loan.
3. At the time of submission of your loan request, your intent is to be registered for a minimum of 6 credits within a degree-granting program.
4. You must indicate your preference for either a subsidized loan only or your willingness to accept an unsubsidized loan as well. An unsubsidized loan will not be processed if it is not requested. Graduate students are only eligible for Unsubsidized Direct Student Loans.
5. If you are a first-time borrower on or after July 1, 2013, there is a limit on the maximum period of time (measured in academic years) that you can receive Direct Subsidized Loans. In general, you may not receive Direct Subsidized Loans for more than 150% of the published length of your program.
6. Maximum annual loan amounts are based on the number of credits you have earned and dependency status. Please click on this link to review an annual and aggregate loan amount chart. [Aggregate Loan Chart](#).
7. Federal Direct Loans interest rates and origination fees are determined by the US Department of Education. The origination fee will reduce the amount of loan funds you receive. Click on this link to view the current [Direct Loan Interest rates and fees](#).
8. 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.
9. First time Federal Direct Loan borrowers must complete a Student Loan Entrance Counseling and a Master Promissory Note (MPN) at [studentaid.gov](#) under the Complete Aid Process menu.
10. All correspondence concerning your loan and/or other financial aid will be sent to your college email address. Please be sure to check your email regularly.
11. Students must be meeting [academic performance requirements](#) in order for the loan to be processed.
12. The University recommends you sign up for Direct Deposit so financial aid refunds may be deposited into the student's bank account. [CUNY Direct Deposit](#).

By checking this box and selecting Agree, I acknowledge that I have read and understood the instructions.

By checking this box and clicking on the agree button I acknowledge I have read and understand the instructions.


Agree


Print Page

Return

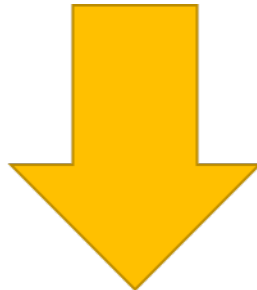
Step #3:

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

Institution:  Lehman College

Aid Year:  Federal Aid Year 2021-2022

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: \$.00

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

***Anticipated # of Credits**

Summer 2021 .0 Fall 2021 .0 Spring 2022 .0

***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 this 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

Date **05/10/2021**