

INSTRUCTIONS ON SUBMITTING A 2024-25 LOAN REQUEST VIA CUNY FIRST

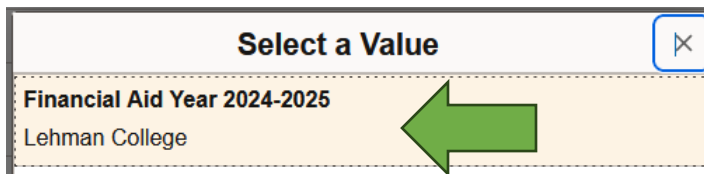
Step #1:

- **Log in to CUNYfirst and go to your “Student Center”. Then click on tile named “Financial Aid”**

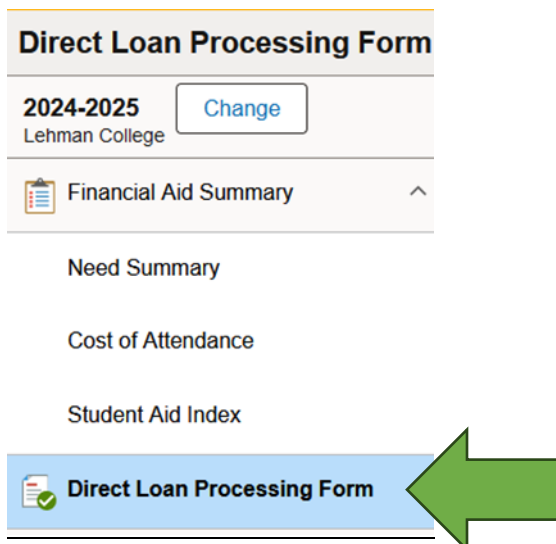


Step #2 Select Correct Aid Year

- **Make sure the year is set to 2024-25. If not, click the “Change” button & select “Financial Aid Year 2024-25 Lehman College” 2024-25 requests are for Summer ‘24, Fall ‘24 and/or Spring ‘25**

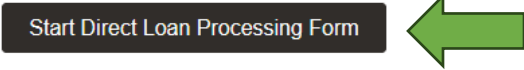


Step #3: Scroll down and click on “Direct Loan Processing Form”



Step #4: In the middle of the page, click on “Start Direct Loan Processing Form”

Here is some general information about the Direct Loan Processing Form. Please click the following button to start the form.



Step #5: in Step 1 of 3, read all instructions and click change “No” to “YES” at the bottom of the page and then “next” on top right of page to proceed.

***Read each of the 11 items carefully and follow these important instructions. There is important information you may need to complete for your loan to be processed timely.



Step 1 of 3: Accept Instructions

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, you are admitted to a **degree granting** program and are/or will be **registered for a minimum of 6 credits/units**.
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. 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](#).
6. 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](#).
7. 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.
8. **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.
9. 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.
10. Students must be meeting [academic performance requirements](#) in order for the loan to be processed.
11. 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](#).

Yes


I acknowledge that I have read and understood the instructions.


Step 6: In Step 2 of 3, Make your selections for the following items:

- Select a Direct Loan Type
- Enter Requested Loan Amount
- Select Anticipated Graduation
- Enter Anticipated Number of Credits for the term(s) you are requesting a loan for


Once you have entered all the information click on “Review Form” on the top right of page

Step 2 of 3: Complete Form


 [Review Form](#)

Select a 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.

Enter Requested Loan Amount 

\$.00

Select Anticipated Graduation 

At the end of Summer 2024 semester
 At the end of Fall 2024 semester
 At the end of Spring 2025 semester
 Not at the end of Summer 2024, Fall 2024 or Spring 2025 semester


Enter Anticipated Number of Credits 

Summer 2024 .0

Step #7: In Step 3 of 3, Review and Submit Form

Please review all the information you entered and in Borrower’s Certification section click the “No” to change to “Yes” then “Submit Form” on top right of page.

Step 3 of 3: Review and Submit Form

 [Submit Form](#)

Direct Loan Processing Form Review

Direct Loan Type	Both Subsidized & Unsubsidized
Requested Loan Amount	<input type="text"/>
Anticipated Graduation	At the end of Summer 2024 semester
Anticipated Summer 2024 Credits	9.0

This will show the amount of loan you requested.

Borrower's Certification

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.

Yes

I have read and understood the Borrower's Certification and acknowledge that clicking the 'Submit' button will submit my request for a student loan.

Applicant's Name	<input type="text"/>
Certification Date/Time Stamp	<input type="text"/>

This section will show your name and Date / Time you completed form

Step #8 Confirm that you want to submit your Direct Loan Processing Form

In order to submit your Direct Loan Processing form, click "Yes"

Confirm that you want to submit your Direct Loan Processing form

