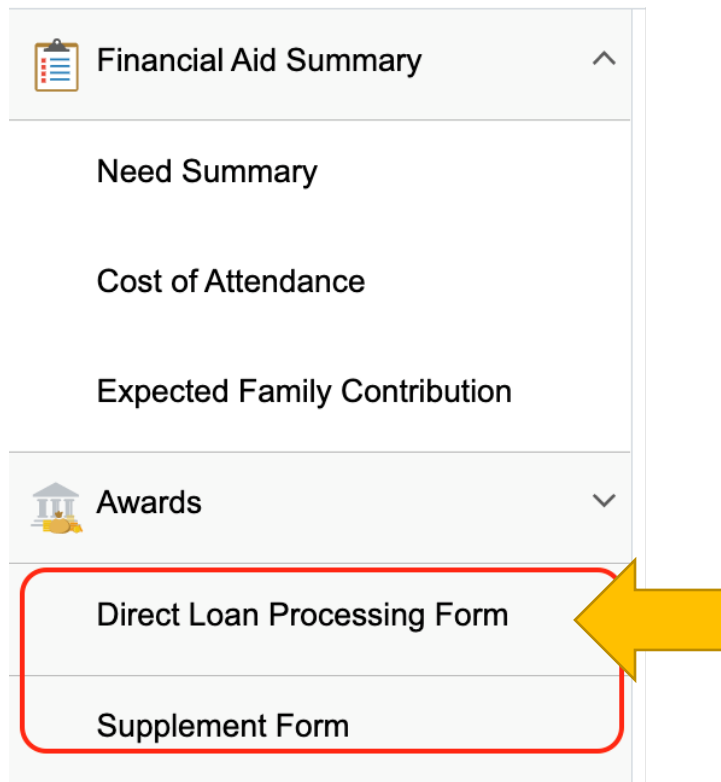# INSTRUCTIONS ON SUBMITTING A LOAN REQUEST ONLINE VIA CUNY FIRST

Step #1:

- **Log in to your "Student Center" and click on tile named "Financial Aid"**

- **Scroll down and click on "Direct Loan Processing Form"**

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"**

2023-2024 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.
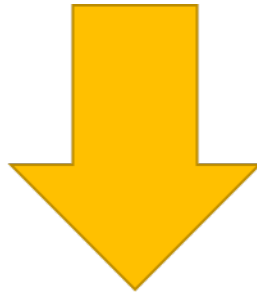
| Agree | Print Page | Return |

Step #3:

- Enter Institution (select **LEH01** from search)
- Enter Aid Year (select **2023**), then click **"Next"**

Institution:	LEH01 🔍	Lehman College
Aid Year:	2024 🔍	Federal Aid Year 2023-2024

Next Cancel

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 2022 and Spring 2023, you must enter the credits in both fields. If you wish to borrow a Fall 2022 only or Spring 2023 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" and follow the steps to make sure your loan request has been submitted.**

2023-2024 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 2022-2023 Request Amount: $ [   ] .00

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

*Anticipated # of Credits

Summer 2023	.0	Fall 2023	.0	Spring 2024	.0

*I am graduating

○ At the end of Summer 2022 semester
○ At the end of Fall 2022 semester
○ At the end of Spring 2023 semester
○ Not at the end of Summer 2022, Fall 2022 or Spring 2023 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 [redacted]   Date 5/8/2023

Next	Print Page	Cancel