Direct Loan Application Process

STEP 1. BEFORE you apply for a loan, you must:
1) Submit a FAFSA online at www.fafsa.gov
2) Complete all required financial aid verification items (as applicable)
3) Meet the Financial Aid Satisfactory Academic Progress (SAP) standards
4) Register for at least 6 units (half-time) per semester
5) First-time borrowers at SJCC must also log on to https://studentloans.gov with your FSA ID and select:
   a. Complete Loan Agreement (Master Promissory Note), select Subsidized/Unsubsidized, complete the information, and submit, and
   b. Complete Loan Counseling, select Entrance Counseling, complete the information, and submit.

STEP 2. SUBMITTING the loan request:
1) Log onto “Verify My FAFSA” https://sjcc.verifymyfafsa.com/
   • You will need to sign in with your Office 365 Account login information. If you have not set up your Office 365 Account, you can do so at the following link: https://www.sjcc.edu/home/office-365
   • Be sure your name, date of birth, social security match exactly as it appears on your FAFSA application otherwise you will get an error message when trying to create an account on sjcc.verifymyfafsa.com.
2) Select "Request (+) " button, on the top right-hand corner.
3) Select the green plus (+) on “Direct Loan Request – SJCC” for the Academic year you are requesting the loan for.
4) Enter a reason for the request and submit.
5) Upload a copy of the Master Promissory Note (MPN), Entrance Loan Counseling, Student loan Acknowledgment form. This completes the application.

STEP 3. AFTER you submit the loan request:
1) Financial Aid Staff will review your Direct Loan Request Form.
   a. The loan certification process may take approximately 2-3 weeks. Inaccurate or incomplete information on the Direct Loan Request Form may delay loan processing.
2) Direct Loans are paid in two disbursements for the loan period – loan period is usually the academic year – (one at the beginning, the other at the mid-point).
   a. There may be additional disbursements made due to changes in your eligibility (e.g. change in your enrollment status). A single disbursement Direct Loans may be made if the first disbursement occurs after the mid-point of the semester.
3) If you need to increase, decrease, cancel your loan during the same academic year, please contact SJCC Financial Aid by emailing sjccfa@sjcc.edu
Recommended Borrower Resources:

- Log on to the National Student Loan Data System to check your loan balance and servicer information on [www.nslds.ed.gov](http://www.nslds.ed.gov)
- Federal Direct Loan Information: [https://studentaid.gov/understand-aid/types/loans](https://studentaid.gov/understand-aid/types/loans)