

2021-2022 STUDENT LOAN CHECKLIST

To ensure that your loan application is processed in a timely manner, please comply with all the following items:

- Award Notification:** Complete your financial aid file and receive your award notification or an email indicating that your file was reviewed but you are not eligible for need-based aid.
- Entrance Counseling.** New borrowers must go to login on www.studentaid.gov to complete the Entrance Counseling. Once on the site, click “**Complete the Financial Aid Process**” and then click on “**Complete Entrance Counseling**” to access the page. This requirement does not apply to repeat borrowers.
- Master Promissory Note.** Borrowers must have an active Master Promissory Note. To confirm status or complete a new Master Promissory Note go to www.studentaid.gov. Once on the site, click “**Complete the Financial Aid Process**” and then “**Complete Master Promissory Note**” to access the page.
- Online Student Loan Data form.** Complete and submit the Online Student Data Form available online through the [Financial Aid Portal](#)
- Six (6) eligible semester units.** The applicants must be enrolled in a minimum of six (6) eligible semester units leading to their academic program to be considered for student loans. Extension Appeal students must be enrolled in six (6) financial aid approved units.

Please, be aware that it may take up to forty-five (45) days to process a loan from the time we receive a complete loan package.