

Applying for Federal Loans – Please read carefully

There are several steps to loan application. They are all easy and quick but the school will not know if you have completed all the processes for all the loans you intend to borrow unless you tell us, and the school does not know how much you wish to borrow until you tell us.

This flowchart will help you through all the required processes in the right order.

You also need the spreadsheet 'CoA 20-21' and must work through the tabs, it will:

- tell you how much you can borrow
- lets you tell us how much you want to borrow
- gives you a checklist of the evidence you must include in your email to us.

We want to be sure that you have completed everything you have to do before we start to do our part because if the school starts origination and anything is not completed by you, then our stages for each loan will fail which will cost you time waiting to be told before you have to start again.

Take the time to read carefully through the flowchart **BEFORE** you start. There are some stages where we need a screen-shot as evidence and if you run past that stage then you have to start over again to get back to it – this is particularly important at the credit check (for PLUS Loans) because if you miss it, you have to wait at least 24 hours for the email from the USDE and if that email only states that you have done a credit check but does not give the result, then you will have to go through the credit check and screen-shot again. Each application for a credit check is logged on your credit rating; it may affect your credit rating in the future, so you really don't want to do it more than once.

To speed this up, we will accept those evidences as attachments to an email, but we need all the evidence from you at the same time - all the required attachments must come in the same email; if anything is missing we cannot start the origination processes. Don't send bits of evidence at a time because each email will be rejected as incomplete. The same applies if you send us everything by post.

There are strict rules and regulations requiring a lot of checks for you to be fully confirmed as entitled to borrow and ensure you borrow only the money you need.

When you have finished and collected all the evidences, please send them all in ONE email. For priority treatment the subject field must start USL and look like this (if you were George Clooney!)

To: usloans@surrey.ac.uk
Subject: USL CLOONEY George

If you encounter problems, please tell us and keep a regular eye on our website for any updates or changes we may have to publish.

If you have completed FAFSA correctly, then all the other parts of the flowchart should take you only about a couple of hours, but if missed bits, it will take you a few days to either recover the evidences or have to do parts of it over again.

We will advise you as soon as we start work on your email, and when your letter is on its way. Only the original signed letter from the school on school headed paper and signed by an authorised school officer is acceptable to the UK VI. Our letter has been agreed with the UK VI and nothing else will be accepted so please don't ask for email or fax or scanned images.

