

LOAN APPLICATION PROCESS

Federal Subsidized and Unsubsidized Stafford Loan:

1. Return your signed Acceptance Form, and Loan Request Form that came with your award letter indicating the total in all Stafford loans you wish to receive (up to the maximum listed on your award letter). First time borrowers will need to select a lender from the preferred lender list. If you have outstanding Federal Stafford Loans, and are satisfied with current loan servicing, we recommend that you stay with the same lender.

2. Submit all requested documents and information to the Office of Financial Aid. Once your file is complete, we will electronically certify your Stafford loan.

3. First time borrowers will receive a Master Promissory Note (MPN) from your selected lender. One MPN will cover all future Stafford loans taken out as a graduate student at Columbia University School of Social Work up to 10 years, provided you borrow from the same lender each year. Please Note: your preprinted MPN will be sent to the most current mailing address on file. Be sure to keep your address current.

4. Your lender will notify you once your loan has been approved. Loan funds will be credited to your student account at the start of each semester. Loan funds will first be applied toward tuition and fees; a refund will be issued if there is a credit balance remaining on your account.

Private/Alternative Loan:

1. Return your signed Acceptance Form, and Loan Request Form indicating the total amount of private loan you wish to receive (up to the maximum listed on your award letter). Please note: Private loans are subject to the lender's credit approval.

2. Apply online or by phone with your selected lender. Please have the following information available for the credit pre-approval process: your driver's license number, social security number, and the names and addresses of two references. If you are applying with a cosigner, have the cosigner also go through the pre-approval process. (Applying by phone allows the lender to discuss loan options and provide you with more personalized assistance.)

3. Your lender will notify us of your credit pre-approval. After receiving this notice, we will electronically certify your loan. When your lender receives both your signed application/promissory note and our certification, your loan funds will be scheduled for disbursement. Loan funds will first be applied toward tuition charges and fees; a refund will be issued if there is a credit balance remaining on your account.

Questions? Email Oscar H. Gonzalez at ohg2101@columbia.edu or at 212-851-2296