

Student Loan Application Guide 2015-2016

General Program Eligibility Requirements

- Have processed your 2015-2016 Free Application for Federal Student Aid (FAFSA). Should you be selected for the Verification Process, you must have completed your file.
- Be admitted as a Regular Student
- Be enrolled at least half-time (per trimester): 6 credits if Undergraduate or 3 credits if Graduate
- Meet the Standards of Satisfactory Academic Progress
- Be a U.S. citizen or permanent resident of the United States
- Have not defaulted previous student loans or do not owe a refund on a federal student grant
- If a beneficiary of Vocational Rehabilitation or any benefits from any Federal Agency, you must submit to the Financial Aid Office evidence of the benefits you will be receiving for the 2015-2016 academic year.

❖ Important information for students applying for federal student loans:

1. You will need approximately 30 to 60 minutes to complete your loan application.
2. Make sure you complete the following documents:
 - a. Student Loan application
 - b. Entrance Counseling – New loan applications only.
 - c. Master Promissory Note (MPN) – New loan applications only.

❖ Information you must gather before starting the application process:

1. Your Personal Identification Number (PIN). You can get your PIN at www.pin.ed.gov.
2. Personal Information: Home address, mailing address (if different from your home address), phone number and e-mail address
3. Employer information: Company name, address and phone number
4. School Name: Universidad Politécnica de Puerto Rico / Polytechnic University of Puerto Rico
5. Information of References of two people that you know for the past 3 years. References should not live with the student and cannot have the same address and phone number. Reference information: Name, address and phone number.

Application Process

Step 1: To complete your Student Loan Application go to:

<https://www.pupr.edu/orlando/services/financial-aid-services/loan-application-form/>

The screenshot shows the 'Financial Aid Services' website. At the top, there are navigation links for 'Loan Application Form', 'Financial Aid News', and 'Forms and Documents'. Below this is a large orange banner with the text 'Loan Application Form'. To the left of the banner is a vertical navigation menu with three items: 'Before Applying', 'Student Application Form', and 'Parent Plus Application Form'. A blue arrow points to the 'Student Application Form' item. To the right of the banner is a white box titled 'Before completing your Student Loan Application, you must:' containing a list of requirements:

- Have processed your 2015-2016 Free Application for Federal Student Aid (FAFSA). Should you be selected for the Verification Process, you must have completed your file.
- Read the **Financial Aid Student Guide**. In this guide you will find valuable information about the Federal Student Loan Program.
- Meet the following eligibility requirements:
 - Be enrolled at least part-time
 - Undergraduate Students: 6 credits per trimester
 - Graduate students: 3 credits per trimester

Step 1a: After reading section “*Before Applying*”, select “*Student Application Form*” and then “*Apply for Student Loan*”.

Step 1b: Enter all required information and submit your application. The student must enter the desired loan amount for the selected loan period. *See the following chart for information on loan amounts.*

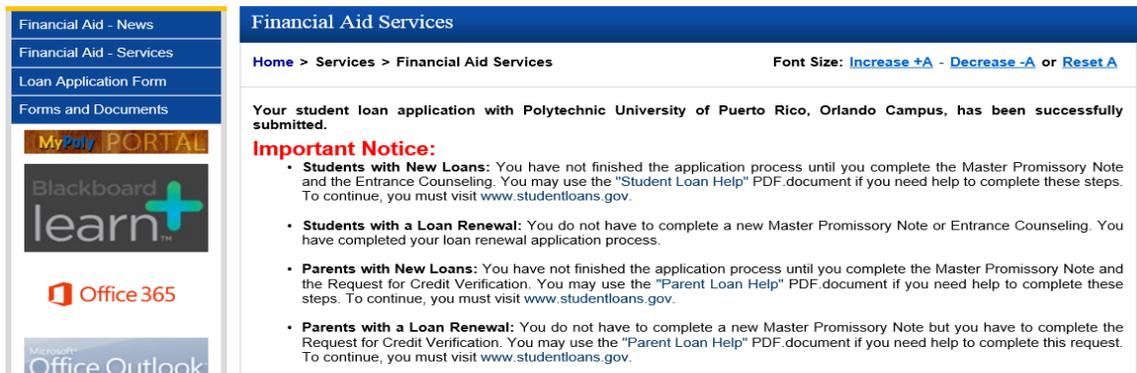
The screenshot shows the 'Federal Student Loan Application Orlando Campus' form. At the top, it says 'Academic Year: 2015-16' and 'Today's Date: 4/10/2015'. The form is divided into several sections:

- Personal Information:** Social Security Number, Student ID Number, First Name, Last Name, Home Phone, Mobile Phone, E-mail PUPR, and Personal E-mail.
- Mailing Address:** Address, Address 2, City, State, and Zip Code.
- Home Address (if different from the mailing address):** Address, Address 2, City, State, and Zip Code.
- Student Information:** Student Type (dropdown) and Loan Period (dropdown).
- First Reference Information:** First Name, Last Name, Address, Address 2, City, State, Zip Code, and Phone Number.
- Second Reference Information:** First Name, Last Name, Address, Address 2, City, State, Zip Code, and Phone Number.
- Loan Information:** Loan Type (dropdown), Subsidized Loan Amount, and Unsubsidized Loan Amount.
- Disclaimer:** A checkbox for authorizing the university to certify the amount under the Unsubsidized Loan Program.
- Submit:** A 'Submit' button at the bottom.

Annual Loan Limits by Grade Level

Credits	Grade Level	Loan Program	Loan Limits	
			Dependent Student	Independent Student
Undergraduate Program				
0 – 30	1	Subsidized	\$ 3,500	\$ 3,500
		Unsubsidized	\$ 2,000	\$ 6,000
31 – 60	2	Subsidized	\$ 4,500	\$ 4,500
		Unsubsidized	\$ 2,000	\$ 6,000
61 - 90	3	Subsidized	\$ 5,500	\$ 5,500
		Unsubsidized	\$ 2,000	\$ 7,000
91 - 120	4	Subsidized	\$ 5,500	\$ 5,500
		Unsubsidized	\$ 2,000	\$ 7,000
120 or more	5	Subsidized	\$ 5,500	\$ 5,500
		Unsubsidized	\$ 2,000	\$ 7,000
Graduate Program				
				\$ 0
				\$ 20,500

After submitting your Student Loan Application, the system will present a confirmation page. If you are applying for a New Loan, click on www.studentloans.gov . If you are applying for a Loan Renewal, you have completed the Student Loan Application process and you may close your browser.



If applying for a new Student Loan you must continue to the following steps.

Step 2: Continue to www.studentloans.gov to complete the Entrance Counseling and the Master promissory Note (MPN).

Step 3: Select “Log In”.



You will be required to enter your FSA ID Username or E-mail Address and your FSA ID Password. Select “Log In”.

Step 4: Select “Complete Counseling”.

Step 4a: Select “Start” Entrance Counseling.

Choose Loan Counseling Type

A counseling session will take at least 30 minutes to complete. You must complete the counseling in a single session. You cannot save a partially completed counseling session.

<p>Entrance Counseling <small>Required</small></p> <p>Start Entrance Counseling</p>	<p>Entrance Counseling is required before you can receive your first Direct Subsidized Loan, or Direct Unsubsidized Loan as an undergraduate, or your first Direct PLUS Loan as a graduate/professional student.</p> <p>Useful Information to Have</p>
<p>Financial Awareness Counseling</p> <p>Start Financial Awareness Counseling</p>	<p>Financial Awareness Counseling provides tools and information to help you understand your financial aid and help you manage your finances.</p> <p>Complete this counseling any time.</p> <p>Useful Information to Have</p>

Step 4b: Select the school to notify of your counseling completion. Then, select “Notify This School”.

IMPORTANT: When searching for the school, you must select **PUERTO RICO** in “School State” and **UNIVERSIDAD POLITECNICA DE PUERTO RICO/POLYTECHNIC UNIVERSITY OF P.R.** in “School Name”.

Step 4c: Select what type of student you are: undergraduate or graduate. Select **“Continue”**.

Step 4d: After signing in, your Entrance Counseling Session will open. The system will automatically display any previous student loan data. You must complete all required exercises and answer all questions.

Step 4e: After completing the Entrance Counseling, you may print the confirmation page for your records.

Step 5: To complete your Master Promissory Note, select **“Complete Master Promissory Note”**.

Step 5a: Select “**Subsidized/Unsubsidized**”. After this screen, you will be required to provide your personal, school and references information. Carefully read the instructions and provide the required information.

Select the type of Direct Loan you would like to receive



-  **Subsidized/Unsubsidized**
(Direct Subsidized or Direct Unsubsidized Loans available to eligible undergraduate or graduate/professional students. Students must be logged in with their own [Federal Student Aid \(FSA\) ID](#).)
-  **Graduate PLUS**
(Direct PLUS Loans available to eligible graduate/professional students. Students must be logged in with their own [Federal Student Aid \(FSA\) ID](#).)

Graduate students should apply for Unsubsidized loans up to their full eligibility using the Subsidized/Unsubsidized Master Promissory Note.
-  **Parent PLUS**
(Direct PLUS Loans available to eligible parents of eligible dependent undergraduate students. Parents must be logged in with their own [Federal Student Aid \(FSA\) ID](#).)

Note: When searching for the school, you must select [PUERTO RICO](#) in “School State” and [UNIVERSIDAD POLITECNICA DE PUERTO RICO/POLYTECHNIC UNIVERSITY OF P.R.](#) in “School Name”.

****Print a copy of your MPN for your records.**

Loan Application Evaluation Process

-  After submitting the loan application, the Financial Aid Officer will receive an electronic copy of your application and will determine your eligibility for the Federal Student Loan Program. If your application is incomplete, you will receive notification via e-mail. **Note:** We cannot process your Student Loan application if you have not been admitted as regular student.
-  After your student loan application is approved, you will receive written notification. This notification will confirm the total loan amount for the academic year and the estimated disbursement dates and disbursement amounts.
-  Students who are not eligible for the Federal Student Loan Program will be notified via postal mail.