

<b>FINANCIAL AID MANUAL</b>		NUMBER Section III	PAGE # App 16b
SECTION  <b>SELF Loan Program</b>	DATE July 2015		



## Online Application Checklist

A co-signer is **REQUIRED** for the SELF Loan.

### Student

- Go to [www.selfloan.state.mn.us](http://www.selfloan.state.mn.us) to begin the online application process.
- Complete the online counseling.
- Students who have not previously used the online process must set up a New User account.
- Select whether to receive correspondence electronically or by mail. If the student chooses to receive electronic correspondence, all SELF Loan bills (including bills for existing loans) will be received via e-mail—they will no longer be mailed.
- Follow the school instructions for completing the Applicant Self-Certification form. If there are no school instructions, you will be notified to complete the Applicant Self-Certification form after the school certifies the loan.
- Enter the co-signer information. Be sure to write down Application Reference ID.

### Co-signer

- After receiving the Application Reference ID from the student or via e-mail, go to [www.selfloan.state.mn.us](http://www.selfloan.state.mn.us) to complete co-signer section of the application.
- Co-signers who have not previously used the online process must set up a New User account that is different from the student's.

### Approval Disclosure

- After the SELF Loan Department receives either the electronically-signed application or the hand-signed application, an Approval Disclosure will be sent by mail or e-mail advising the student to login to their online account to view the disclosure.
- Students can accept using one of the following options:
  - Login to your online application to accept the Approval Disclosure.
  - Go to [www.selfloan.state.mn.us](http://www.selfloan.state.mn.us), click on Manage Your Loan, then Accept My Loan. The parti id and note id in the disclosure are needed to accept the loan.
  - Call OHE at 651-642-0567 or 1-800-657-3866.

### School Certification

- School certifies the loan after the student has accepted it.

### Applicant Self-Certification

- Students who selected e-correspondence will be notified by e-mail to complete the Applicant Self-Certification form.
- Students who did not select e-correspondence will be mailed an Applicant Self-Certification form with the Approval Disclosure. The Applicant Self-Certification form should be completed and returned to the SELF Loan Department.

### Final Disclosure Notice

- After all documentation has been received and the loan is approved, the Final Disclosure Notice will be mailed or e-mailed. The student should review the disclosure; however, no action is needed unless the student wants to cancel the loan. The first disbursement date will be at least two weeks from the date of the disclosure depending on when the term starts.