

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

# SELF Loan<sup>®</sup>

## Paper Application Checklist

- Please note that a co-signer is **REQUIRED** for this loan.
- Please remember to keep the borrower and co-signer copies of the Promissory Note/Application before returning it!

YOUR APPLICATION **WILL NOT BE PROCESSED AND WILL BE SENT BACK** IF THESE ITEMS ARE NOT COMPLETED:

**BORROWERS:**

- Is your name clearly written or typed as LAST, FIRST, MIDDLE INITIAL in #1?
- Is your Billing Address Complete?
- Did you complete #5 with your State of Residence and the Year?
- Is #7 completed with a requested dollar amount?
- If it appears that #7 is altered in anyway, you will be required to complete a new application.**
- Did you select an Interest Rate option in #8? (**REQUIRED**)
- If it appears that #8 is altered in anyway, you will be required to complete a new application.**
- Did you sign your application in #11?
- Do you have a co-signer and is their section complete? (**REQUIRED**)
- Is the school section fully completed or stamped Electronically Certified? (*If not, return the application to school for completion of the school section.*)
- Make sure to complete and return the Private Education Loan Applicant Self-Certification form located behind the carbon copies of the application promissory note.

Make sure you have completed the SELF Loan online counseling at [www.selfloan.state.mn.us](http://www.selfloan.state.mn.us) prior to returning the application to the school. If you are unable to complete counseling online, contact OHE at 651-642-0567.

**CO-SIGNERS:**

- Is your section fully completed?
- Is your name clearly written or typed in #12a?
- Is your correct and complete Social Security Number provided in #12b?
- Is #12e fully completed **with ID Number if needed?**
- Did you complete #12f with your relation to the person in #1?
- Did you sign #13 in the presence of a Notary?
- Did the Notary stamp or seal #13?

YOUR APPLICATION WILL BE **DENIED** IF:

- The Borrower and/or Co-signer are past due on any previous payments with Firstmark.
- If the Co-Signer does not meet the definition of credit-worthiness.  
(*NOTE: Definition of Credit Worthy is stated on the front cover of the application.*)
- If you have already borrowed the SELF grade level maximum.  
(*Limits can be found on back cover of application.*)
- If it is received more than 5 days after the end of the loan period.  
(*Loan period can be found in the bottom school section #16 of your application.*)