



The
University
Of
Sheffield.

Student
Support &
Guidance.

Federal Student Loan Programme – 2022-23

PLEASE READ CAREFULLY

There are several steps to loan application. They are all straight forward to complete, however, the University will not know if you have completed all the processes for all the loans you intend to borrow unless you provide the requested information. It is not unreasonable that there are strict rules and regulations for you to be fully confirmed as entitled to borrow funds and ensure you borrow the money you need.

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

You will also need the spreadsheet COA_2022-23 - the Cost of Attendance - which includes important information about costs you can request, and the COA sheet you must complete.

- The COA will calculate how much you can borrow and allow you to request your funds and
- Provides 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 processing your application.

Please ensure to read through the flowchart BEFORE you begin the process. There are some stages where we need a print-screen as evidence and if you go past that stage then you may have to start over – this is particularly important at the credit check (for PLUS Loans). Each application for a credit check is logged on your credit rating; it may affect your rating in the future.

We require your application for loans with supporting evidence/s in one email. If anything is missing we cannot start the origination processes. **Please do not send multiple emails with evidence.**

When you have finished and collected all the required documents, please email your application to:
usloans@sheffield.ac.uk

Once we have received your application, we will check them and process your Loan Notification Letter.

We will be accepting documents from 30 May 2022, and a complete application can take 15 working days to assess. We will then email an electronic copy of the Loan Notification Letter once your application has been processed.

If your circumstances change after you have submitted your application and you decide not to attend the University of Sheffield, **please let us know as soon as possible.**

If you have questions regarding eligibility or the application process, then please email: usloans@sheffield.ac.uk

Flowchart Academic Year 2022-23

The only way for loan origination to work is to follow our flowchart. If anything is missing we cannot process your application.

Start Here

Apply to FAFSA. Save SAR (checking that the SAR shows an EFC, on the top right front page)

Female

Male

Go back to FAFSA and sign up for Selective Service at the relevant section

Go to our website and download the spreadsheet called COA_2022-23 FULLY complete the personal details.
The form will tell you what loans you can have - use Section 6 to request funds you wish to borrow.
Save this file; you will need it again.
Do you want to borrow a PLUS Loan?

Are you signed up for selective service?

Are you over 26 years old?

Go to www.Studentloans.gov Apply for your PLUS Loan Credit Check and either take a screen shot to send to Sheffield in your pack or include the email sent to you about your credit check.
Are you Accepted or Declined?

Got Proof on paper? (You will have to scan it and include it in your pack of documents to send by email)

Did you become an eligible citizen after you were 26 and have proof? Or do you have proof of exemption from signing with Selective Service?

Go to www.studentloans.gov Complete Promissory Notes (also called MPNs.) One for Stafford (and PLUS). Save MPNS as pdf files.

You will not be able to borrow a PLUS Loan. Try again with an endorser.

Work through the Entrance Counselling at www.studentloans.gov for Stafford (and PLUS) even if you've done this before. If you don't, the USDE system will block your loans. Either take a screen shot to send in your email pack or attach the completion certificate as a pdf file.

Prepare an email to usloans@sheffield.ac.uk

Checklist

1. Complete the Checklist page on the COA spreadsheet to the email
2. Your completed Cost of Attendance
3. Pdf copy of MPN for Stafford Loan/s
4. Entrance Counselling completion
5. A copy of your Student Aid Report

Also attach if applying for PLUS Loan

6. Pdf copy of MPN for PLUS Loan
7. Your email of accepted credit check

Selective Service

8. If you are/were exempt from Selective Service: attach a copy of proof such as Certificate of Naturalisation or other certificate of exemption

Any attached files not complete or missing, and/or any piece of data proves to be not true

Attached files complete and all data is checked and true

Application for Student Aid Rejected

Application Processed & Loan Notification Letter issued

