

SELF Loan[®]

Paper Application Checklist

- Counseling is **REQUIRED** and the signed Acknowledgement **MUST** be returned with your application unless you completed counseling online.
- Please note that a co-signer is **REQUIRED** for this loan.

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 Name, USDE Vendor Number and anticipated Graduation/Separation Date fully completed at the bottom in #14?
- ☐ Make sure to complete and return the following documents:
 - Application & Promissory Note
 - Private Education Loan Applicant Self-Certification form
 - SELF Loan Counseling Acknowledgement form

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.
- ☐ If you have already borrowed the SELF grade level maximum.
- ☐ If it is received more than 5 days after the end of the loan period.