



Financial Aid Office
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FINANCIAL AID OFFICE

LOAN APPLICATION CHECKLIST

Follow these instructions to apply for a Federal Subsidized Stafford Loan (STFD), a Federal Unsubsidized Stafford Loan (USTFD) and/or a Parent or Graduate PLUS Loan. Call us at **360-867-6205** if you have any problems completing these steps. For more help, please see our website: www.evergreen.edu/financialaid. In an effort to reduce the amount of paper that Evergreen uses we try to go paperless. If you do not have internet access, please contact us for alternatives.

Application Instructions

1. Visit your [my.evergreen](#) account to see the amount of your loan eligibility.

As an undergraduate student you may be offered a Subsidized or an Unsubsidized Stafford loan, and your parent may be offered Parent PLUS Loan. Graduate students may be eligible to apply for a Graduate PLUS Loan. The amounts you see on your [my.evergreen](#) account are the maximum amounts you may borrow. You have the option of requesting less than the maximum.

Print your award page or write down the amounts of your loan offers. You will need these amounts when you sign your Master Promissory Note (MPN) (see step #3 below)

2. If you are a first time borrower at Evergreen, then complete *Online Loan Entrance Counseling*. This step is required for any student who has not borrowed at Evergreen before. You must complete Loan Entrance Counseling before your loan can be certified. Complete this step on our website from the link in the right hand menu under the option "Loan Entrance Counseling." ***Parents DO NOT need to complete this step.***

3. If you are a first-time borrower at Evergreen or a continuing borrower who has decided to change lenders, then choose a lender and sign your Master Promissory Note (MPN). Complete this step via our website from the link in the right hand menu under the option "Sign your MPN Online." When you access the online service via this link, specify the amount of loan that you wish to borrow, choose a loan type, enter the date the loan will begin and the date of your (student) expected graduation. The information you provide results in a realistic comparison of repayment options to help you select a lender. After you complete the initial loan information, the site will display a list of several banks. Compare the various lenders by clicking the box next to the lender name and pressing the compare button. *Remember that you are not required to use any of the lenders listed on this site, they are listed as a comparison tool only.*

To use one of the lenders listed, press the "Apply" button next to the lender name and you will be directed to that lender's secure site. You can complete the steps to sign your Master Promissory Note (MPN) at the lender's site. **If you decide to use a lender other than one listed in this online service, you must request an MPN directly from your lender.**

4. Print a Stafford Loan Request Form (SLRF) and/or PLUS Loan Request Form (PLRF) from the Evergreen Financial Aid site (www.evergreen.edu/financialaid/loans.htm) complete it and return it to our office in person, by mail or via fax at 360-867-6576.

Completing Loan Request Forms

The Loan Request Form (LRF) is required for Evergreen to request funds from the lender you selected. **This form is not your Master Promissory Note.**

1. If you are using one of the lenders listed in the online service site, place a check mark next to the lender's name on this form. *If you are using a lender that was not listed on the site*, complete the required information in the box at the middle of the Loan Request Form. Your lender will give you this information so Evergreen can certify the loan with them.
2. Fill in the amount of money you are borrowing and circle the appropriate quarter choice for the loan. The loan amounts offered on your [my.evergreen](#) account are for the entire year. If you are requesting money for the year, circle the "ALL" option on the form.
3. Your signature, social security number and the date are required on this form; please do not forget to complete these items. We cannot certify your loan request with an incomplete Loan Request Form.
4. *If you are a **parent borrower*** and are completing a **PLUS Loan Request Form**, please make sure you complete the box that lists the student information. We will not know who the student is if we only receive the parent information on this form.

We begin to certify Stafford and PLUS loans for the new academic year on July 1st. Loans will be certified in the order that the Loan Request Forms are received. Evergreen's goal is to certify all loans that are requested by July 1st on or before August 31st.

We are here to help you! Please call us with any questions at **360-867-6205**, or email us at finaid@evergreen.edu

First-Time student borrowers, remember

- You can view your loan eligibility on your [my.evergreen](#) account.
- You must complete [Loan Entrance Counseling](#) before we can certify your loan.
- You must sign a [Master Promissory Note](#) with your selected lender.

Continuing student borrowers who are changing lenders, remember:

- You must sign a new [Master Promissory Note](#) with your new lender.