



# Instructions for Certifying a Federal Stafford Loan

**Important Notice:** If certification information is transmitted electronically, do not complete the School Certification form.

**Item 1:** Enter the code for your institution. This code is provided by the U.S. Department of Education for the Federal Family Education Loan Program.

**Item 2:** Enter your school name, address, and telephone number, including area code, of the school official who can answer questions about this certification.

**Item 3:** Enter the borrower's complete name, last name first, followed by the first name and middle initial.

**Item 4:** Enter the borrower's Social Security Number.

**Item 5:** Enter the borrower's permanent street address.

**Item 6:** Enter the borrower's telephone number.

**Item 7:** Enter the borrower's date of birth in month, day, year format.

**Item 8:** Enter the borrower's e-mail address if known.

**Item 9:** Enter the borrower's lender selection (identification number and name) if known.

**Item 10:** Enter the academic level of the student seeking this loan. Select the proper grade level indicator using the standard grade level codes provided:

**Code    Grade Level**

1.    Freshman/First Year (including proprietary institution programs that are less than one year in duration)

2.    Sophomore/Second Year
3.    Junior/Third Year
4.    Senior/Fourth Year
5.    Fifth Year/Other Undergraduate (including sixth year undergraduate and continuing education students)
  - A.    First Year Graduate/Professional
  - B.    Second Year Graduate/Professional
  - C.    Third Year Graduate/Professional
  - D.    Beyond Third Year Graduate/Professional

**Item 11:** Indicate whether the student is (or plans to be) enrolled at least half time or full time. Students enrolled (or planning to enroll) less than half time are not eligible.

**Item 12:** Enter the date the student is expected to complete the program at your institution. Use numbers in a Month/Day/Year format; for example, 6/9/2006. Day date is needed to determine the specific day the student will enter repayment (as per the Act). If you are unsure of the actual completion date in the future, enter the last day of the month.

**Item 13:** Enter the dates covered by the student's cost of attendance. These dates must coincide with actual term starting and ending dates. At a school without academic terms, these dates must coincide with the borrower's program of study if that is less than an academic year in length, or the academic year. Use numbers in a Month/Day/Year format.

**Item 14:** Enter the lesser of the following: A) the amount of the student's eligibility for each loan type, or B) the loan amount requested by the student. The student's eligibility must be reduced if the student is attending a program with a length of less than a full academic year, or completing the remaining balance of a program in a period of less than an academic year. The student's eligibility may also be reduced based on professional judgment. If this field is left blank, the loan(s) will be delayed.

**Item 14a:** Certify the lesser of the student's eligibility for a subsidized Federal Stafford Loan or the subsidized Stafford amount requested by the student. If the student is not eligible for a subsidized Federal Stafford Loan, enter 0.

**Item 14b:** Certify the lesser of the student's eligibility for an unsubsidized Federal Stafford Loan or the unsubsidized Stafford amount requested by the student. If the student is not eligible for an unsubsidized Federal Stafford Loan, enter 0.

**Item 15:** Enter the disbursement dates for this loan(s) as determined in accordance with the Act.

**Item 16:** Your signature acknowledges that you have read and agree to the provisions in the School Certification. You must sign the Certification and print your name and title.

**Item 17:** Enter the date of Certification.