



**Steps to complete the NSLDS / Student Loans section of the 2019-2020 loan request form using <https://nsls.ed.gov> and <https://studentloans.gov> :**

1. Go to <https://nsls.ed.gov> . Click on **Financial Aid Review**. Click on Accept.
2. **Logon** with your FSA ID – user name or verified e-mail address and password.
3. Your loan history will appear. **Print** this page. Do not logoff yet.
4. Your loan servicer can be located by looking at the detailed information for your loans - Click on the **box with a number** by the outstanding loans and scroll to the bottom of the screen. Enter your loan servicer above the chart on the back of the loan request form.
5. Add the subsidized loan amounts from the loan history (printed page from step 3). Enter the total on line 'a' of the chart on the back page of the loan request form. Add the unsubsidized loan amounts from the loan history and enter the total on line 'b' in the chart on the loan request form. On lines 'c' & 'd' in the chart on the loan request form, enter the loan amounts you are requesting for 2019-2020. Add the amounts from all four lines and enter the total on line 'e'. **Logoff** from <https://nsls.ed.gov>.
6. Go to <https://studentloans.gov>. Complete the following steps to determine your monthly repayment amount:
  - a. **Log in** (blue button). Click on **Repayment Estimator** on the right side of the screen.
  - b. Your current loan total and blended (average) interest rate will appear in the *Estimate Your Payments* section. These amounts will include all prior loans from your nsls printout.
  - c. Click on **View or Add Your Loans** and then **Add Loan**. Using the process in the next step [e], add the loan information for your new Fall 2019, Fall 2019/Spring 2020 or Spring 2020 loan request.
  - d. Choose Direct Subsidized Loan or Direct Unsubsidized Loan from the drop down for the type of loan. Enter the loan amount and the interest rate. If you do not know the interest rate, enter 4.53%.
  - e. If you have a loan which does not yet appear on your nsls printout (i.e. requesting Fall 2019 loan & you have a Summer 2019 loan which has not yet disbursed), you will need to click on **Add Loan** again and enter this loan information using the process in step [e].
  - f. Once you have entered the additional loan information, press **Close**. This will bring you back to the prior loan screen.
  - g. The loan balance and blended rate will be updated. The loan balance should now reflect your nsls loan total plus your 2019-20 requested loan amount plus other loan amounts not on the nsls printout from step [f], if any. Scroll down to the repayment plan section and enter the monthly Standard Repayment Amount on the loan request form.
  - h. Scroll to the bottom of the page to **print** this page to attach to the loan request. Log off.
7. Attach both the NSLDS and repayment printouts with your completed 2019-2020 loan request form.