

Financial Aid Office

1600 West Imperial Highway, Los Angeles, CA 90047
Telephone: (323) 241-5338 Fax: (323) 241-5463

2018 - 2019 Student Loan Checklist

All the following items should be submitted by loan applicants to ensure that the loan application packet is complete. The applicant must be enrolled a minimum of six (6) eligible semester units to be considered for student loans.

- Award Notification: Complete your financial aid file and receive your award notification or an email indicating that your file was reviewed but you are not eligible for need based aid.
- Entrance Counseling: Print the html formatted proof of completion of the Entrance Counseling. This requirement does not apply to repeat borrowers.
- Master Promissory Note: Print first two pages of the Master Promissory Note. References and signature cannot be handwritten.
- CashCourse Lessons: Complete the 2 modules: "Paying Back Student Loans" & "Test Your Student Loan IQ". Print the transcripts showing a passing score of at least 80% for both.
- Student Loan Data Form: Complete the 2018-2019 Student Loan Data Form. Download, print & complete the form. Sign and date it before you submit it.
- Student Loan History: Print Student Loan History. Even if you are a first time borrower.
- State Issued ID or Passport: Bring to the Financial Aid Office a valid state issued ID or passport.
- Award Letter

Submit the loan packet to the Financial Aid Office. Incomplete loan packets will not be accepted.

Please note: It may take up to 45 calendar days to process a student loan. During peak periods the processing time may take longer.