

To receive your Stafford Loan funds, please complete the following steps. Your loan cannot be processed nor will funds disburse to your student account until you've completed all steps.

Step 1 Complete the Stafford/Perkins combined Entrance Loan counseling.

Federal regulations mandate that schools confirm completion of entrance counseling before the school can deliver loan funds to a student. The counseling session provides information about how to manage your student loans, both during and after college. It can be completed online at <http://mappingyourfuture.org>. Duke will be notified once you have completed the session.

Step 2 Select a lender and return the form to the Financial Aid Office.

As a first-time borrower, you must select a lender. Duke Divinity School cannot choose one for you. Below is a list of lenders Duke recommends because of their superior customer service, on-time loan processing, excellent borrower benefits and a long-term working relationship with Duke University. Although Duke recommends these lenders, these are not the only lenders available to you. We encourage you to research several lenders and choose one that best suits your needs. For more information on the lenders listed below, please visit our website at <http://www.divinity.duke.edu/admissions/financialaid/scholarships/loans/>.

- If you would like to select a lender from the list below, please indicate by placing a mark next to the name and return the **Stafford Loan Request Form** to the Financial Aid Office
- If you select an alternate lender, you will need to contact that lender and obtain a **Master Promissory Note** and **School Certification Form** from them. Complete the student section for both forms and mail it to the Financial Aid Office along with specific contact information from your chosen lender.

Step 3 The Financial Aid Office will certify your loan.

Once we receive this form from you we will certify the loan on your behalf. You will then receive an email from the lender or guarantor with instructions on how to complete your promissory note online.

SUBSIDIZED AND UNSUBSIDIZED STAFFORD LOAN REQUEST FORM

I, _____, have read and understand the information provided to me regarding the
Student's printed name
Stafford Loan process and authorize Duke University to certify my Federal Stafford Loan(s) with a lender indicated below.

_____ Academic Management Systems (AMS) _____ Access Group _____ College Foundation
_____ Citibank _____ J.P. Morgan Chase _____ Key Bank
_____ Southwest Student Services _____ Wachovia

Student Signature _____
Date

GRAD PLUS LOAN REQUEST FORM

I, _____, have read and understand the information provided to me regarding the
Student's printed name
Grad Plus Loan process and authorize Duke University to certify my Graduate Plus Loan with a lender indicated below. Note: credit approval is required.

_____ Academic Management Systems (AMS) _____ Access Group _____ College Foundation
_____ Citibank _____ J.P. Morgan Chase _____ Key Bank
_____ Southwest Student Services _____ Wachovia

Student Signature _____
Date