

Applying for a 2014-2015 Federal Direct Loan on CunyFirst

Summer 2014, Fall 2014, Spring 2015

The following requirements **must** be met before applying for a Direct Loan on CunyFirst:

- ✓ Must file a 2014-2015 FAFSA
- ✓ Must have a valid FAFSA (complete all Financial Aid requirements on your CunyFirst “To Do List”)
- ✓ Must be registered for **at least six (6) credits** per semester within your division
- ✓ Must be a matriculated student
- ✓ Must have completed an Entrance Counseling session online at www.studentloans.gov
- ✓ Must sign a Master Promissory Note (MPN) at www.studentloans.gov

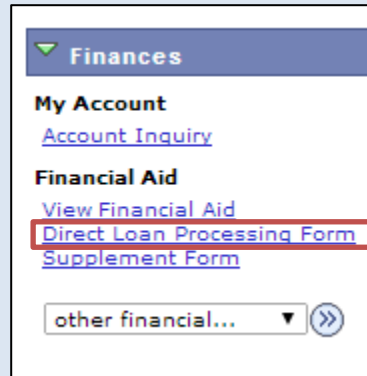
Brooklyn College
Office of Financial Aid
Direct Loan Department

STEP #1: Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>

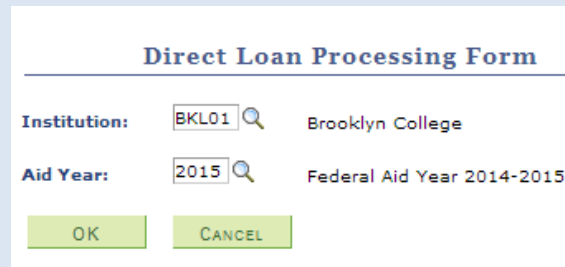
STEP #2: Select HR/Campus Solutions

STEP #3: Navigate to Self Service followed by Student Center

STEP #4: In the Finances section, click the [Direct Loan Processing Form](#) link

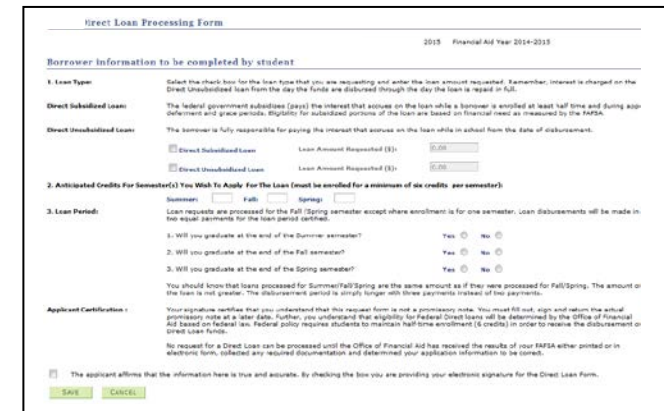


STEP #5: Enter “BKL01” for Institution and “2015” for Aid Year. Click “OK”.



STEP #6 :

- On the Direct Loan Processing Form, enter your Subsidized and/or Unsubsidized loan request. Please round to the nearest dollar amount. (Graduate students are only eligible for Unsubsidized Loans).
- In the Summer, Fall and Spring fields, **enter the amount of credits you will be enrolled in** for the semester(s) in which you are applying for the loan. Must be **at least 6 credits per semester**.
- Be sure to answer all yes or no questions
- Check off the electronic signature affirmation And click “Save”



Important!

Please be advised that you can only submit your loan request **once** for the academic year on CunyFirst. Be sure to double-check that the amount you enter is the correct amount you are requesting.

Any adjustments, increases, decreases must be done using a paper-application.

For Parent Plus and Graduate Plus Loan Requests: You must max out your Subsidized/Unsubsidized eligibility before applying for a Plus Loan. Plus Loan applications must be submitted using the paper-application. It is printable off of our website: www.brooklyn.cuny.edu/financialaid Click on Forms > Forms & Resources

Enroll in Direct Deposit in CunyFirst Self-Service

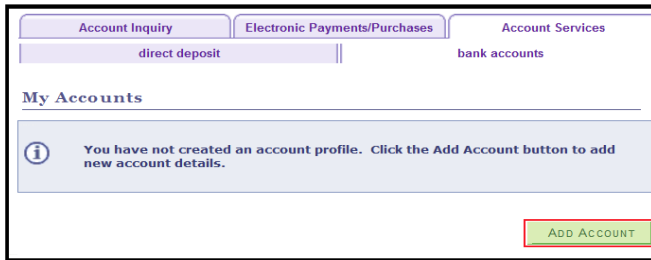
You may have your financial aid funds, loan disbursements and work-study payments electronically deposited into your personal bank account by enrolling in Direct Deposit on CunyFirst.

STEP #1: Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>

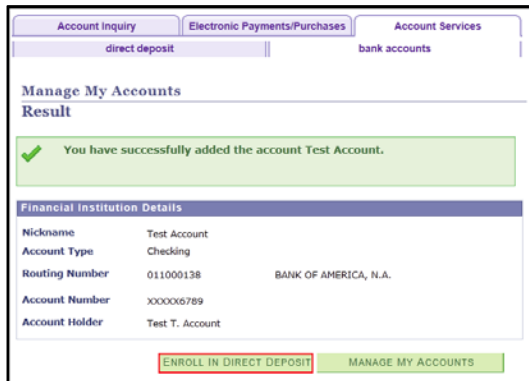
STEP #2: Select HR/Campus Solutions

STEP #3: Navigate to Self Service followed by Campus Finances

STEP #4: Click Manage My Accounts



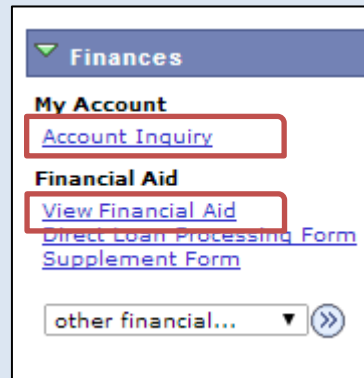
STEP# 5: On the My Accounts page, click the Add Account button. You will then be prompted to enter your **Financial Institution Details**. Click “Enroll in Direct Deposit” then click “Next” and “Submit”



Use your CunyFirst Student Center to view your Financial Aid awards

Click the “Account Inquiry” link to view your Pending Aid

After your loan has been processed by the Office of Financial Aid, your loan may appear as “Pending Aid” on the Account Inquiry page. **Note:** “Pending” means that you have been awarded the aid, and it is being used as a credit towards your tuition bill, but it hasn’t actually paid out.



Click on the “View Financial Aid” link to view your Award Summary

On the Award Summary page, you will be able to view your total aid for the entire academic year (Federal Aid Year 2014-2015)

Direct Loan Eligibility

Undergraduate Loan Limits

Year	Undergraduate Students	
	Dependent	Independent
1 st Year Freshman	\$5,500 (\$3,500 sub)	\$9,500 (\$3,500 sub)
2 nd Year Sophomore	\$6,500 (\$4,500 sub)	\$10,500 (\$4,500 sub)
3 rd and 4 th Year: Junior, Senior, 2 nd Degree	\$7,500 (\$5500 sub)	\$12,500 (\$5,500 sub)
Aggregate Limits	\$31,000 (\$23,000 sub)	\$57,500 (\$23,000 sub)

Graduate Loan Limits

Graduate Students	\$20,500 (unsubsidized only)
Aggregate Limit	\$138,500

For up-to-date information on Federal Direct Loan interest rates, visit www.studentaid.ed.gov. Click on Types of Aid > Loans > Subsidized & Unsubsidized Loans

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Direct Loan Department
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