Student Instructions- Requesting a Direct Loan

1) To request a Direct Loan at SBCC log into your Online FAFSA Verification account via: https://sbcc.studentforms.com

****IMPORTANT:** Students must have a current FAFSA on file for the aid year in which the loan is being requested for.

- 2) If you have previously created your Online FAFSA Verification account proceed to step 4, and login with your Pipeline credentials. If you have not created your account continue to step 3.
- Create your account by logging into <u>https://sbcc.studentforms.com</u>Enter your First Name, Last Name, Date of Birth, Social Security/DREAM ID exactly as it was reported on the 3FAFSA/CA Dream application.

This page will automatically close and log you out in 2:17 *Requir	ed
Confirm Student Information	
Information provided in the fields below must match information provided on yo financial aid application - either the Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application. An exact match of all 4 pieces of information to what you provide on one of these applications is required.	ur >f
<u>Why do I have to provide this?</u> • First name	
* Last name	
* Date of birth	
* Social security number/DREAM ID	
* Preferred email	
testing@pipeline.sbcc.edu	
• Confirm email	
testing@pipeline.sbcc.edu	
Phone Number Provide a phone number to subscribe to mobile phone text messages for account updates. (Standard text message charges apply)	8
Register Account	

4) On the homepage click "Manage Requests" on the top right side of the screen (see image below).

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 Click on the '+' sign to request the Direct Loan Form <u>Note</u>: Select the option for the academic year in which the loan is being requested for. The Direct Loan Form is aid year specific.



6) Next type the reason why the loan is being requested. Then click 'Submit'

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			Submit Go Back		

7) A pop-up message will appear confirming the Direct Loan Form has been requested successfully. Click 'Ok'

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8) The Loan Form task will be generated to your Online FAFSA Verification account. Click on "Direct Loan Request Form" task

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9) Click on the "**drop-down arrow**" to view the documentation required for requesting a Direct Loan (see image below)

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10) Step 1: Click on 'Download' to download the Direct Loan Form to your device. After downloading the Form complete sections A-C. The Form must be signed either electronically or using a 'wet' signature.
 IMPORTANT: If any sections of the Form are incomplete, the Form will be returned back to the student.
 Step 2: Click on "Upload" to upload the completed and signed Direct Loan Form
 Step 3: Click on "Upload" to upload a valid government issued photo ID unexpired

student - Release Note SF <u>View the release notes here</u>	<u> </u>		
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Upload Valid Issued Government ID - SBCC 🚱			↑ Upload
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11) The submit button will enable, only after the you have uploaded both the Direct Loan Form and a valid Government Issued Photo ID. Click on "**Submit**"

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Vpload 2023-2024 Direct Loa	n Request Form - SBCC 🔞		+ Add Page(:
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Upload Valid Issued Governme	ent ID - SBCC 😧		+ Add Page(
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- 12) Click on "Finish" to submit the Direct Loan Form for review.
 - **IMPORTANT**: Requesting a loan does not guarantee eligibility. All Direct Loan requests are reviewed in the ordered received.

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