Instructions to USF students for completing the Private Education Loan Applicant Self-Certification Form

1. Log into USFConnect and navigate to your Financial Aid Status:

   a. Click on the “Student” tab once you have logged in.
   b. Click in the “Student Self-Service” box.
   c. Click on the “Financial Aid” tab at top.
   d. Click on “Financial Aid Status”.
   e. Select the appropriate “Aid Year” from the drop down menu.

2. Cost of Attendance is the dollar figure on the “Your Estimated Cost of Attendance” line. Transfer this figure to Section 2, Line A of the self-certification form. (Example: $50,000).

3. Estimated Financial Assistance is the dollar figure on the “You Have Been Awarded Financial Aid” line. Transfer this figure to Section 2, Line B of the self-certification form. (Example: $40,000).

4. Calculate the difference between the cost of attendance and the estimated financial assistance and transfer that figure to Section 2, Line C of the self-certification form. (Example: $50,000 minus $40,000 equals $10,000).

5. Section 3 of the self-certification form asks for the “Period of Enrollment Covered By The Loan (mm/dd/yyyy)”. Please use the following dates for your requested loan period.

   **2013/2014 Financial Aid Year**
   - Spring and Summer 2014: From 01/21/2014 to 08/08/2014
   - Summer 2014 only: From 05/19/2014 to 08/08/2014

   **2014/2015 Financial Aid Year**
   - Fall 2014 only: From 08/19/2014 to 12/11/2014
   - Fall 2014 and Spring 2015: From 08/19/2014 to 05/21/2015
   - Fall 2014 to Summer 2015: From 08/19/2014 to 08/14/2015
   - Spring 2015 only: From 01/26/2015 to 05/21/2015
   - Spring and Summer 2015: From 01/26/2015 to 08/14/2015
   - Summer 2015 only: From 05/25/2015 to 08/14/2015

If you have questions regarding this form and these instructions, please contact the One Stop – Financial Aid office at 415-422-2020, or by email at onestop@usfca.edu.