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	*Required
Confirm Student Informatio	on
Information provided in the fields below must ma financial aid application - either the Free Application (FAFSA) or the California Dream Act Application. information to what you provide on one of these of	tion for Federal Student Aid An exact match of all 4 pieces of
<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 p updates. (Standard text message charges apply)	hone text messages for account
	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

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Appeal Status: Open			
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◯ Upload 2023-2024 Direct Loan Request Form - SBCC €	Step 2: Upload comp	leted and signed Form	L → ↓ Upload
Upload Valid Issued Government ID - SBCC @			↑ Upload
Step 3: Upload fro	nt and back of valid g (unexpired)	overnment issued phot	to ID
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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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Upload 2023-2024 Direct Loa	an Request Form - SBCC 🔞		+ Add Page(
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Upload Valid Issued Governm Filename	ent ID - SBCC 🛛	Date Uploaded	+ 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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