*Please read this document carefully and complete all sections as instructed.*

**Application Process Explained**

* You can complete your FAFSA immediately at <https://studentaid.gov/h/apply-for-aid/fafsa> and enter Kings’ school code **G09085**. You will receive an email acknowledgement from King’s indicating that we have received your FAFSA, which will list the following steps that you will need to take. This will take place from June onwards.
* Your FAFSA produces a Student Aid Report (SAR) which you can view online when you log-in at the FAFSA website. You must check the 'Comments about Your Information' section on your SAR. Any instructions on resolving issues are provided under the 'What you must do now' section on your SAR.

**FAFSA (Free Application for Federal Student Aid)**

* It is a legal requirement that any US student who receives a Federal Loan should first complete the Entrance Counselling at www.studentloans.gov. You must complete the counselling even if you have had a Federal Loan previously.
* Simply sign in using the same PIN that you used to complete your FAFSA. The entrance counselling is important as it advises you on the different types of loans available, repayment methods and schedules. It will also makes you aware of any legal requirements of participating in the Direct Loan programme.

**Stafford Loan Entrance Counselling**

* Your COA (cost of attendance) is the maximum amount of loan that you can borrow. Please complete the COA spreadsheet by following the steps below:

1. Select if you are undergraduate or postgraduate from the drop down menu.
2. Enter the Tuition Fees for your course.
3. Enter any Estimated Financial Assistance e.g. scholarships, bursaries or private loans. Keep all amounts in the currency given. Any Veterans Affairs Benefits are not included as aid.

* Tab two on the COA spreadsheet details how the COA is worked out including all costs associated with living expenses. The maximum you can borrow is then given in USD as all funds will be borrowed in USD. You do not have to borrow the maximum (you may have savings, family contributions or be intending to work). UK Visas and Immigration do require you to prove that you have minimum funds when applying for a visa.

**COA: Decide how much to borrow**

* You must electronically sign a new Stafford Master Promissory Note (MPN) at a foreign school as the multiple loan feature of the MPN does not apply. Sign in at www.studentloans.gov and e-sign your MPN.
* If you are borrowing more than the maximum Stafford, you (or your parent if you are a dependent undergraduate) will need to e-sign a PLUS MPN.PLUS Loans also require a credit check, so you must also complete this under the section 'Complete PLUS Request Process'. If the borrower credit check is declined you will need an Endorser. **If this is the case please provide a copy of your endorser’s credit check and a PDF of the endorser addendum.**
* This year you will also need to provide a completed [Annual Student Loan Acknowledgement](https://studentaid.gov/asla/) - this is a new requirement for this year. If you are taking a Parent PLUS Loan then the parent will also need to provide this.

**Apply for your loans**

**Send your application**

* Email [funding@kcl.ac.uk](mailto:funding@kcl.ac.uk?subject=US%20Loans%20Application%20Documents) with the subject 'US Loan Application Documents' followed by your name. **You will need to complete and attach this Checklist document to the email, together with every other document requested.**

*This document ensures that all information needed to originate your loans has been provided. We require this completed checklist along with all the relevant documents to originate your loans.*

*Please complete the following:*

**Personal Details**

Name: Click or tap here to enter text.

Date of Birth: Click or tap to enter a date.

Social Security Number: Click or tap here to enter text.

Cost of Attendance (Open the COA spreadsheet, complete it following the instructions on the spreadsheet and close it when done) : $Click or tap here to enter text.



Amount of loan you wish to borrow: $Click or tap here to enter text.

Amount of Estimated Financial Assistance, e.g. Scholarships: $Click or tap here to enter text.

Permanent Home Address: Click or tap here to enter text.

**Application Checklist**

I have firmly accepted an unconditional offer from King’s College London.

My FAFSA answers are correct, I have read my SAR 'Comments about Your Information' section and there are no issues to resolve under 'What you must do now'. I have submitted any documents mentioned in this section with my application.

I have completed Entrance Counselling for my Stafford loans for undergraduates/Stafford and PLUS combined for postgraduates and have provided a screenshot or completion certificate PDF.

I have now completed my Annual Student Loan Acknowledgement and provided proof of completion. If I am taking a Parent PLUS Loan, I am also providing this for my parent.

I have attached my Stafford MPN PDF.

I have attached my Grad PLUS MPN PDF as I am a **postgraduate** borrowing more than $20,500 ***and***

I have attached a screenshot of my credit check that shows I have been accepted.

I am a dependent **undergraduate** borrowing more than $5,500 (1st year), $6,500 (2nd yr) or $7,500 (3rd year or above) and my parents have applied for a Parent PLUS and attach their PLUS MPN PDF ***and***

I have attached a screenshot of my parent’s credit check that shows they have been accepted.

*Email all your documents as attachments to* [*funding@kcl.ac.uk*](mailto:funding@kcl.ac.uk) *with the subject line “US Loan Application Documents” from June 1st. Please ensure that you have provided all required documents to avoid delays. Allow 3 weeks from the receipt of your complete application for confirmation of your loans and for a visa letter to be issued to you.*

**Disbursement Information**

* King’s receives your Direct Loan in four disbursements for postgraduates or three disbursements if for undergraduates (or Research students starting in January). When the funds are received, tuition and accommodation fees are always deducted first before the remaining funds are transferred to you for your living and study expenses.
* If you have paid a deposit, it is deducted from the first fee instalment due. Please note FAFSA applicants are eligible for a fee deposit waiver, please provide proof of your FAFSA application via King’s Apply to have this actioned.
* If the loan you have applied for is not enough to cover the fees due, then please ensure that you pay the balance. You must contact Credit Control to arrange the alternative payments, to make sure that you pay them by the due dates in October, January, April and June (postgraduates). Failure to make these payments may result in sanctions on your accounts with King’s.

**Payment Details**

*Please complete by replacing the relevant box with an X.*

* Choose your tuition fee instalments:

Four Instalments: I am a postgraduate who must use my loan for fees

Three Instalments: I am a postgraduate research student starting in January

Three Instalments: I am an undergraduate who must use my loan for fees

* Accommodation:

I am in one of the following King’s College Halls ONLY

Angel Lane Champion Hill Vauxhall

Great Dover Street Julian Markham Atlas

Moonraker Point Stamford Street Tower Bridge Wolfson House

*Please note ALL other accommodation is not payable to King’s.*

**Declaration and Privacy Statement**

By requesting this loan, I agree to the following:

* The loans are used to pay tuition fees first. King’s uses Western Union to convert the USD loan to GBP; I give my consent for some information to be shared with them.
* I will immediately inform Student Funding of any change to my enrolment status.
* No part of my study will be undertaken in the US or an institution not approved by the US Dept. of Education for the federal aid program.
* I will pay my tuition and/or accommodation fees by the due dates.
* I have read and agree to King’s College London’s Privacy Notice for US Loans recipients:

<https://www.kcl.ac.uk/study/postgraduate/fees-and-funding/student-funding/postgraduate-taught-funding/united-states-student-loans.aspx>

Please sign below electronically to confirm that you understand and agree to the contents of this document.

Student Name: Click or tap here to enter text.

Student Number (can be found on King’s Apply/offer letter): Click or tap here to enter text.

Date: Click or tap to enter a date.