

SELF Loan[®] Checklist

- Please note that a co-signer is **REQUIRED** for this loan.
- Please remember to keep the borrower and co-signer copies of the Promissory Note/Application before returning it!

YOUR APPLICATION **WILL NOT BE PROCESSED AND WILL BE SENT BACK** IF THESE ITEMS ARE NOT COMPLETED:

BORROWERS:

- Is your name clearly written or typed as LAST, FIRST, MIDDLE INITIAL in #1?
- Is your Billing Address Complete?
- Did you complete #5 with your State of Residence and the Year?
- Is #7 completed with a requested dollar amount?
- If it appears to us that #7 is altered in anyway, you will be required to complete a **new** application.
- Did you sign your application in #9?
- Do you have a co-signer and is their section complete? (**REQUIRED**)
- Is the school section fully completed or stamped Electronically Certified? (*If not, return the application to school for completion of the school section.*)

If your school requires you to do online SELF loan counseling make sure you have completed the counseling prior to returning the application to the school.

CO-SIGNERS:

- Is your section fully completed?
- Is your name clearly written or typed in #10?
- Is your correct and complete Social Security Number provided in #10b?
- Is #10e fully completed **with ID Number if needed?**
- Did you complete #10f with your relation to the person in #1?
- Did you sign #11 in the presence of a Notary?
- Did the Notary stamp or seal #11?

YOUR APPLICATION WILL BE **DENIED** IF:

- The Borrower and/or Co-signer are past due on any previous payments with Firstmark.
- If the Co-Signer does not meet the definition of credit-worthiness.
(*NOTE: Definition of Credit Worthy is stated on the front cover of the application.*)
- If you have already borrowed the SELF grade level maximum.
(*Limits can be found on back cover of application.*)
- If it is received more than 20 days after the end of the loan period.
(*Loan period can be found in the bottom school section #14 of your application.*)