



CITIASSIST® APPLICATION CHECKLIST



Step 1:

Complete the online application

- Give us your contact information and tell us about the loan you are requesting.
- Provide us with the name and contact information of an adult personal reference.
- Click the link to demonstrate you can view a PDF document.
- Agree to the terms of electronic delivery.
- Review the application disclosure, terms and conditions.
- Provide your co-signer's e-mail address.

Step 2:

Sign your loan

- Review and accept your loan offer.
- Accept the e-sign terms and conditions.
- E-sign your loan.
- Download the self-certification form (we'll tell you if it's required).

Step 3:

Submit your self-certification form

- Contact your school to obtain the information you need to complete the form.
- Sign and date the form and either fax it to us at 1-800-723-2777 or mail it to:

Student Loan Originations
P.O. Box 6074
Sioux Falls, SD 57117-6074

You're Done!

Approximately one week before your loan funds are disbursed, we'll notify you that your final loan documents are available online for your review.

Things to Know for Applicants:

- You may apply individually, but applying with a creditworthy co-signer may improve your chances for approval and may result in a lower interest rate on your loan.
- We'll send you a letter if we need additional information to complete our review of your application.
- We'll e-mail you when your loan is approved as well as when there are important documents ready for you online. Please notify us immediately if your e-mail changes.
- **Federal regulations require us to have your signed self-certification form on file before your loan is disbursed, so please return it to us as quickly as possible. Self-certification forms are not required for the CitiAssist® Residency, Relocation and Review and Bar Exam Loans.**
- We'll also request a separate school certification directly from your school.
- You can check the status of your application by clicking on the Check Application Status link from the left navigation bar on the homepage on studentloan.com.

Helpful Tips for Co-Signers:

- We'll send you an e-mail with your application ID when you need to take action.
- You can access the application by clicking in the Co-sign an Application link from the left navigation bar on the homepage of studentloan.com. You'll need the student's last name and date of birth along with your application ID.
- You'll complete the same steps as the student, with the exception of the self-certification form.
- We'll e-mail you when the loan is approved as well as when there are important documents ready for you online. Please notify us immediately if your e-mail changes.