

## LOAN APPLICATION INSTRUCTIONS

- STEP 1 Complete (2006-2007) FAFSA Application. (\*Make sure you have marked “YES” to #27 on your SAR and Contra Costa College is listed as a School you will attend.\*)
- STEP 2 Make an appointment (MANDATORY) to meet with Loan Specialist by calling Financial Aid Office at 510-235-7800 x 4425.  
You will receive your loan packet at this time.
- STEP 3 Go to <http://contracosta.edu/>  
Click on drop box “ADDITIONAL LINKS” and  
Choose Financial Aid Office
- STEP 4 Scroll to the bottom of the page and click on Loan Application
- STEP 5 Click on borrower log-in.
- STEP 6 Create a user name & password if you do not already have one.
- STEP 7 Complete the counseling test. **\*\*IMPORTANT\*\* YOU MUST PRINT** the results of your test score. **If your test score does not printout to show 21 out of 21 completed (OR) 0 out of 21 completed, please use the following link to take the test over.**  
<http://www.salliemae.com/apps/slc.asp?root=00119000&action=Entrance>
- STEP 8 Continue on to completing the Loan Application. Answer all questions and “PRINT” your promissory note. **\*\*IMPORTANT\*\*** Make sure you continue on until you get a confirmation that you have completed the Loan Application.
- STEP 9 Complete the request for FFELP Loan (Included in your loan packet)
- STEP 10 See your counselor and have an Educational Plan completed showing the **Fall 2006 & Spring 2007** classes for the Academic Year.

*Once you have completed the above Process!*

- STEP 1 Come into the Financial Aid Office and sign up for the classroom session for the *Entrance/Credit Counseling Session*. (MANDATORY THAT YOU ATTEND). **\*\*You will be given an Entrance counseling form in this session.**
- STEP 2 Make an appointment with Loan Specialist in the Financial Aid Office.  
**\*\* Bring all the above completed documents with you \*\***
- STEP 3 **\*\*Sign up for the Exit Counseling Session. (MANDATORY THAT YOU ATTEND)\*\*** You will be given an Exit Counseling form in this session)

**\*\*FAILURE TO COMPLETE ALL OF THE ABOVE PROCESS MAY RESULT IN A DELAY IN THE LOAN PROCESSING!!\*\***

