

# NHSC Loan Submission Instructions

## Overview

The NHSC classifies individual and consolidation loans into two categories, federal or private. All federal loans will appear on the Aid Summary Report that can be obtained on the National Student Loan Data System (NSLDS) website <http://www.nsls.ed.gov>. All loans that do not appear on the NSLDS website are considered private loans.

In order to successfully complete the NHSC loan module, you will need to submit two types of documents for both federal and private loans:

### Account Statements

Should contain:

- Current Balance (Principle and Interest)
- Current Interest Rate

To obtain a copy of your account statements visit the lender's website or call your lender.

### Disbursement Report

Should contain:

- Type of Loan
- Original Loan Date
- Original Loan Amount
- Consolidation dates if applicable

For federal loans, the Aid Summary Report on the NSLDS website, <http://www.nsls.ed.gov> is considered a disbursement report.

### For private loans there are several types of documents that provide disbursement information:

- promissory notes
- disclosure statements, and
- letters directly from the lender containing the pertinent information

You may also obtain disbursement information for private loans on your lender's website or you can call the lender. ***All documentation for each loan must be on official letterhead from the lender.***





## Submitting Your Loans

For **Individual Federal Loans** you must submit:

- The main or landing page of your Aid Summary Report from the NSLDS website **ONLY**. If you have multiple federal loans, **only one report is required for submission**.
- The most recent Account Statements for **each** loan showing the current interest rate and the current balance (call or visit your lender's website)

For **Consolidated Federal Loans** you must submit:

- An Aid Summary Report from the NSLDS website. **Only one report is required for submission, it must clearly show all loans in the consolidation.**
- The most recent account statement for **each** loan showing the current interest rate and the current balance for the consolidation loan (call or visit your lender's website)

For **Individual Private Loans** you must submit:

- A disbursement report(s) from the lender, showing the loan type, original loan amount and original loan date. You may need to submit more than one type of disbursement report per loan to meet the requirements stated on page 1.
- The most recent account statements for **each** loan showing the current interest rate and the current balance (call or visit your lender's website)

For **Consolidated Private Loans** you must submit:

- A disbursement(s) report clearly showing all the loans in the consolidation. Each loan must have its original loan amount and the original loan date indicated.
- The most recent account statement for **each** loan showing the current interest rate and the current balance for the consolidation loan (call or visit your lender's website)

**Although all of the information outlined above may be contained in one document, you are still required to submit 2 types of documents for each loan for verification purposes.**

