

Private Loan Instructions

Preferred Lender Applications

- ❑ Go to <http://onestop.unf.edu>. From the Financial Aid menu on the left, choose “Loans”. On the Loans page, select the “Private” option under “Apply for a Loan.”
- ❑ Select one of the preferred lenders and complete the Private Loan Request Form.
- ❑ Once you have submitted the information needed to certify your private loan at UNF, you must click “Next” to proceed to the chosen lenders page to apply for a Private Student Loan.
- ❑ These request form and lender application will be used together to notify UNF of your application, and to post the loan to the student’s Financial Aid award.
- ❑ The lender will let you know if you have been approved or declined.
 - *If approved*, the applicant (and co-signer) will sign a Promissory Note with the selected lender.
 - *If denied*, the applicant will receive a denial letter from the lender.
 - If UNF is not notified of the denial the award will remain on the student account, but will **not** pay.

Other Lender Applications (not on the preferred list)

- ❑ Contact your desired lender to find out how to apply.
- ❑ Complete the lender’s loan application process (includes signing of a Promissory Note).
- ❑ You **must** notify UNF One Stop Student Services of your application by completing a UNF Loan Action Request Form, available online at <http://onestop.unf.edu> or at One Stop Student Services
 - You will be required to provide the lender name, lender ID, mailing address and/or fax number, as well as the loan amount.
 - *If denied*, the applicant will receive a denial letter from the lender.
 - If UNF is not notified of the denial the award will remain on the student account, but will **not** pay.

If the student did not file a FAFSA

- ❑ You must submit a signed statement to One Stop Student Services to indicate that the student has not and will not file the FAFSA for the specific aid year. You can download the [FAFSA Non-filing statement](#) from the One Stop website.
 - The statement must include the student’s name, N number, and specify the aid year for which the student has not/will not file and is requesting the loan.
 - Without this statement, the private loan **will not** be processed.

ONE STOP STUDENT SERVICES
(904) 620-5555