COMPLETE THE DIRECT LOAN PROCESSING FORM

If you want to request a direct loan for the award year, you must complete the Direct Loan Processing Form. Additional requirements to request a direct loan can be viewed on our website at: https://www.kbcc.cuny.edu/financialaid/downloadableforms_new.html

The following steps provide instructions on how to access the Direct Loan Processing Form in CUNYfirst Self-Service.

STEP# 1: Login to CUNYfirst at https://home.cunyfirst.cuny.edu.

STEP# 2: Select HR/Campus Solutions from the menu on the left.

STEP# 3: Navigate to Self Service followed by Student Center.

STEP# 4: Under the Finances section, click the Direct Loan Processing Form link.

STEP# 5: Enter KCC01 for your Institution and 2020 for the Aid Year, then click OK.
STEP# 5: Indicate the loan type by placing checkmarks in the checkbox next to Direct Subsidized Loan and/or Direct Unsubsidized Loan then type in the amount you wish to borrow for Loan Amount Requested $. You must also indicate how many credits you anticipate you will be registered for in each of the boxes next to Anticipated Credits For Semester(s). For the Loan Period you must answer the questions by indicating either Yes or No for questions 1 through 3. Place a checkmark on the checkbox under the Applicant Certification, then click Save.

You have now completed your Direct Loan Processing Form!

Please note you can also submit a Direct Loan Paper application with the Financial Aid Office in Room U-201. To Access KBCC’s Online Form visit www.KBCC.cuny.edu -> QUICK LINKS - > Financial Aid Office- > Downloadable Forms -> Fall 2019-Spring 2020