

## Student Instructions- Requesting a Direct Loan

- 1) To request a Direct Loan at SBCC log into your Online FAFSA Verification account via:  
<https://sbcc.studentforms.com>

**\*\*IMPORTANT:** Students must have a current FAFSA on file for the aid year in which the loan is being requested for.

- 2) If you have previously created your Online FAFSA Verification account proceed to step 4, and login with your Pipeline credentials. If you have not created your account continue to step 3.
- 3) Create your account by logging into <https://sbcc.studentforms.com> Enter your **First Name, Last Name, Date of Birth, Social Security/DREAM ID** **exactly** as it was reported on the 3FAFSA/CA Dream application.

This page will automatically close and log you out in 2:17 \*Required

### Confirm Student Information

Information provided in the fields below must match information provided on your financial aid application - either the Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application. An exact match of all 4 pieces of information to what you provide on one of these applications is required.

Why do I have to provide this?

- \* First name
- \* Last name
- \* Date of birth
- \* Social security number/DREAM ID
- \* Preferred email
- \* Confirm email

Phone Number  
Provide a phone number to subscribe to mobile phone text messages for account updates.  
(Standard text message charges apply)

**Register Account**

4) On the homepage click **“Manage Requests”** on the top right side of the screen (see image below).

The screenshot displays the StudentForms interface. At the top, the header includes the 'StudentForms' logo and the user name 'Zabrina'. A left-hand navigation menu lists 'Needs Action', 'Completed Actions', 'My Docs', 'Activity', and 'Contact Us'. The main content area features a 'Needs Action' notification for '2023-2024 Verification' with a status of 'Collecting Documents'. A circular progress indicator shows '1 Task Left'. A table below the notification lists 'Needs Action' as 1 and 'Submitted' as 0. A red 'Manage Requests' button is located in the top right corner of the notification area. A yellow box highlights the text 'Step 1: Click on ‘Manage Requests’', and a red arrow points from this box to the 'Manage Requests' button. A blue box at the bottom contains the text 'FYI: Ensure all other outstanding task(s) are complete such as SAP Appeal and/or FAFSA Verification'. The background of the page is watermarked with 'Sandbox' and 'Testing'.

StudentForms

Zabrina

student - Release Note SF [View the release notes here](#)

**Needs Action**

1 Task Left

**2023-2024 Verification**  
Status: Collecting Documents

● Needs Action	1
● Submitted	0

**Manage Requests**

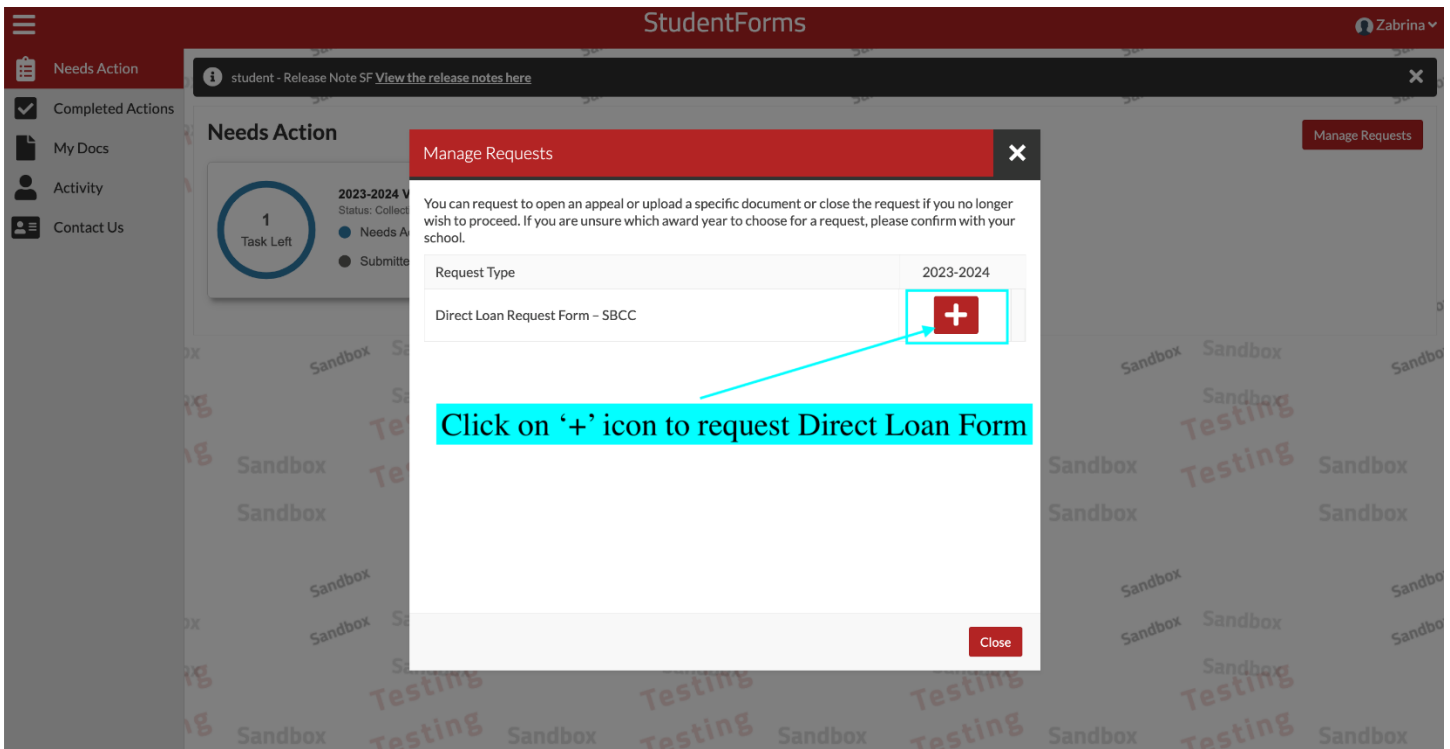
Step 1: Click on ‘Manage Requests’

**FYI: Ensure all other outstanding task(s) are complete such as SAP Appeal and/or FAFSA Verification**

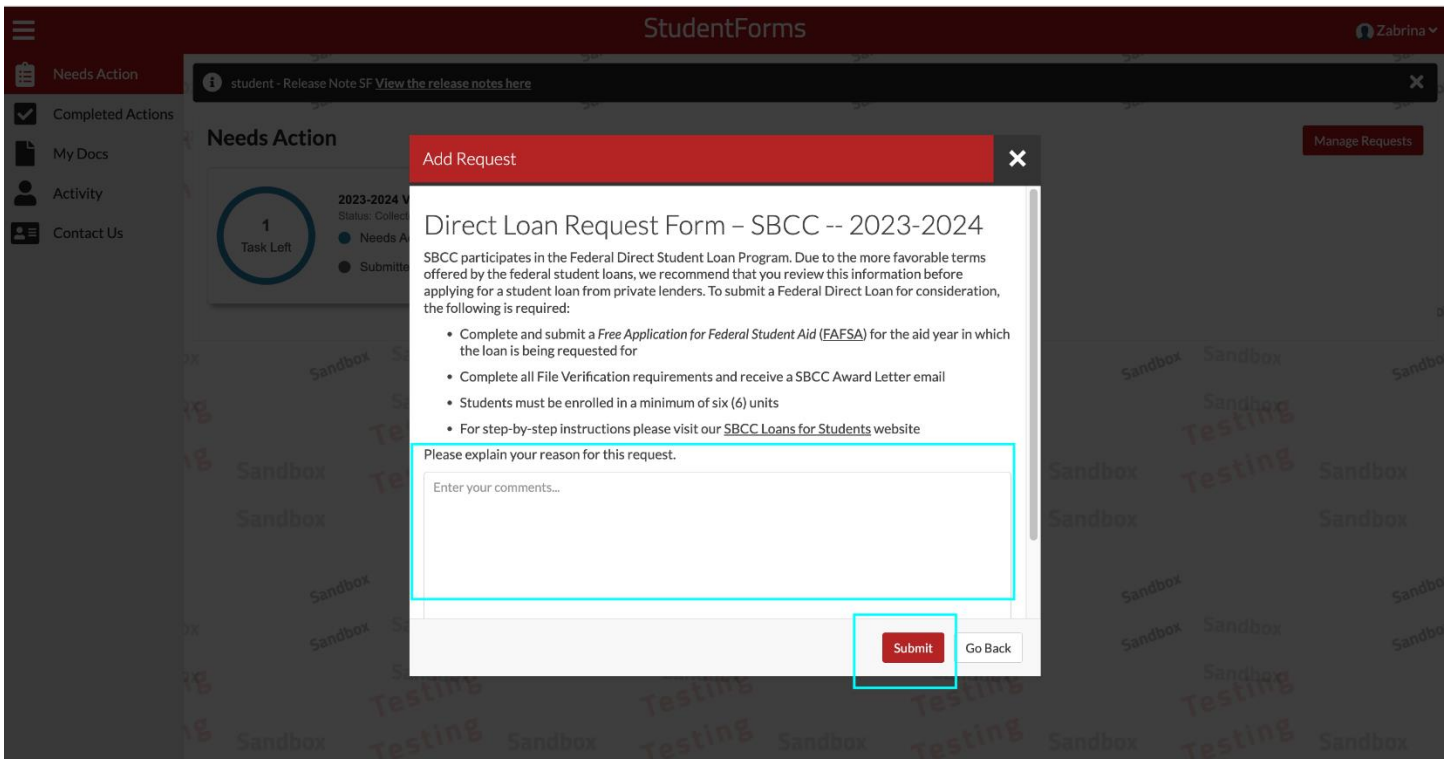
Version 22.32.15802

5) Click on the '+' sign to request the Direct Loan Form

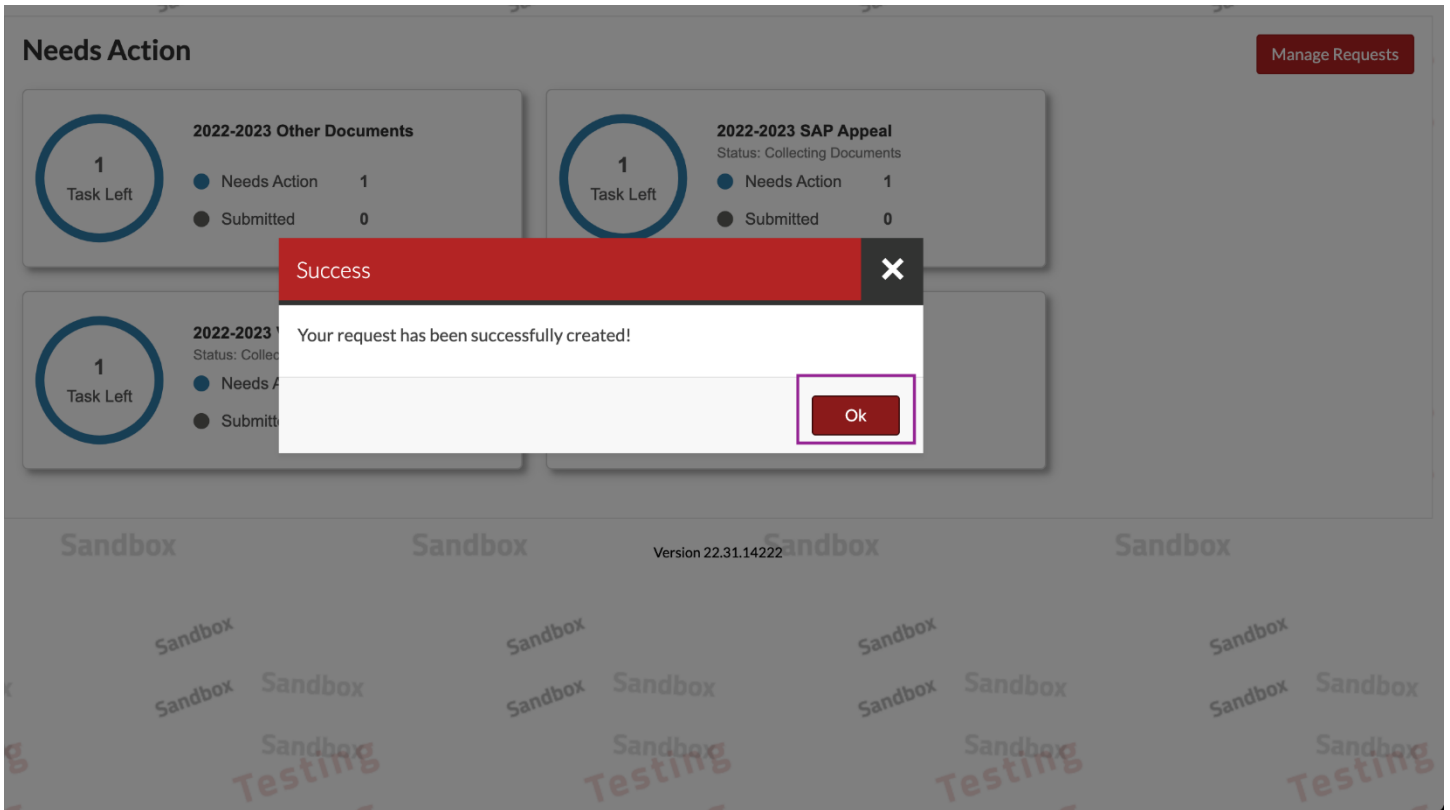
**Note:** Select the option for the academic year in which the loan is being requested for. *The Direct Loan Form is aid year specific.*



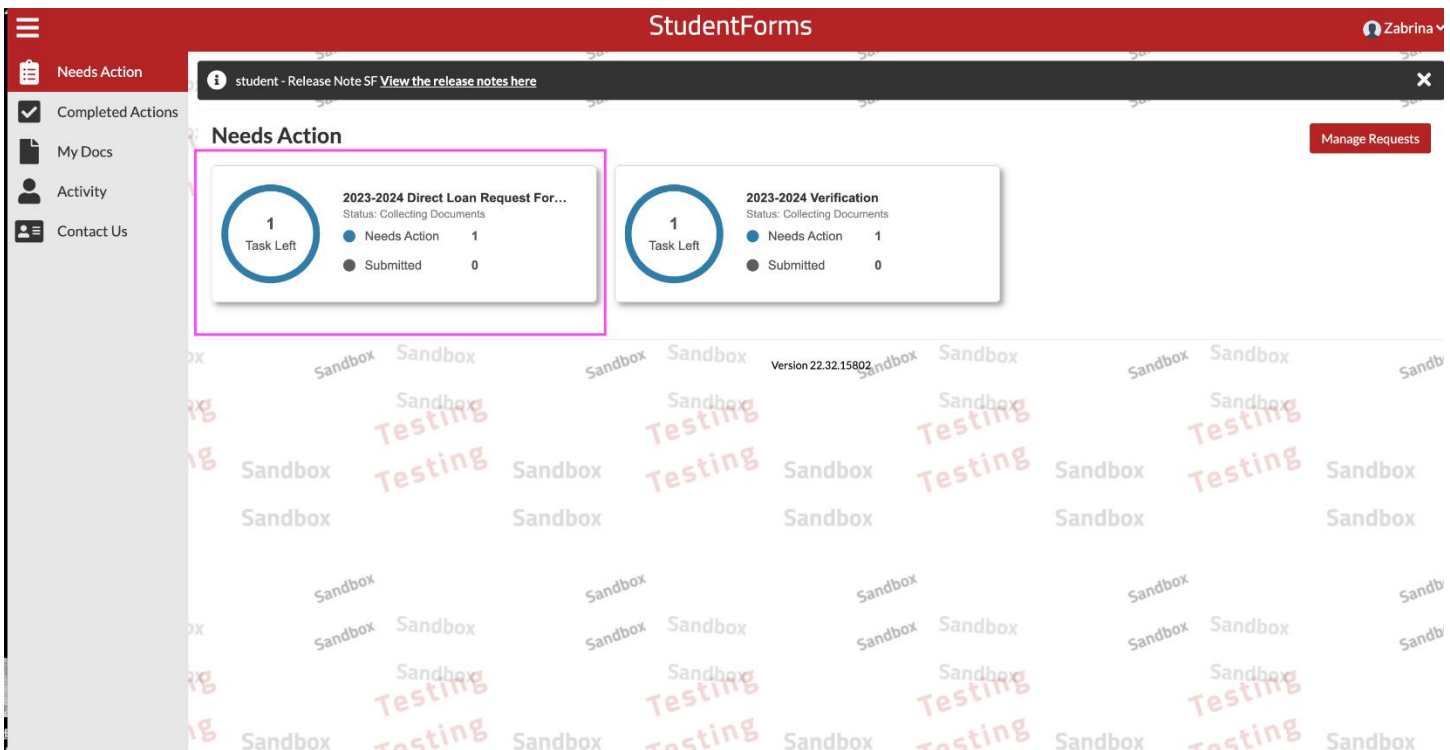
6) Next type the reason why the loan is being requested. Then click 'Submit'



7) A pop-up message will appear confirming the Direct Loan Form has been requested successfully. Click 'Ok'



8) The Loan Form task will be generated to your Online FAFSA Verification account. Click on "Direct Loan Request Form" task



9) Click on the “drop-down arrow” to view the documentation required for requesting a Direct Loan (see image below)

The screenshot displays the StudentForms application interface. At the top, a red header bar contains the text "StudentForms" and a user profile icon for "Zabrina". On the left side, a navigation menu lists "Needs Action", "Completed Actions", "My Docs", "Activity", and "Contact Us". The main content area features a dark grey notification bar with the text "student - Release Note SF [View the release notes here](#)". Below this, a breadcrumb trail reads "Needs Student Action > 2023 - 2024 Direct Loan Request Form - SBCC". The primary heading is "2023 - 2024 Direct Loan Request Form - SBCC", with a "Notification History" link on the right. A prominent red banner with a white right-pointing arrow and the text "Additional Info: 2023-2024 Direct Loan Request Form - SBCC" is highlighted with a pink box. A pink arrow points from this banner to the "Additional Info" text in the notification bar below. The background of the page is watermarked with "Sandbox" and "Testing" in a repeating pattern. A version number "Version 22.32.15802" is visible in the center of the page.

10) **Step 1:** Click on 'Download' to download the Direct Loan Form to your device. After downloading the Form complete sections A-C. The Form must be signed either electronically or using a 'wet' signature.

**IMPORTANT:** If any sections of the Form are incomplete, the Form will be returned back to the student.

**Step 2:** Click on "Upload" to upload the completed and signed Direct Loan Form

**Step 3:** Click on "Upload" to upload a valid government issued photo ID unexpired

The screenshot shows a web browser window with the URL 'student - Release Note SF View the release notes here'. The page title is 'Needs Student Action > 2023 - 2024 Direct Loan Request Form - SBCC'. The main heading is '2023 - 2024 Direct Loan Request Form - SBCC'. A red banner contains the text 'Additional Info: 2023-2024 Direct Loan Request Form - SBCC'. Below this, a paragraph explains that SBCC participates in the Federal Student Loan Programs and lists eligibility requirements. There are three action items, each with a radio button and a button:

- Download 2023-2024 Direct Loan Request Form - SBCC. A yellow box highlights the text 'Step 1: Download the Direct Loan Form' with a pink arrow pointing to the 'Download' button.
- Upload 2023-2024 Direct Loan Request Form - SBCC. A yellow box highlights the text 'Step 2: Upload completed and signed Form' with a pink arrow pointing to the 'Upload' button.
- Upload Valid Issued Government ID - SBCC. A yellow box highlights the text 'Step 3: Upload front and back of valid government issued photo ID (unexpired)' with a pink arrow pointing to the 'Upload' button.

A 'Submit' button is located at the bottom right of the form area.

