



University of Oklahoma Health Science Center
Office of Student Financial Aid
865 Research Park, Suite 240 Oklahoma City, OK 73104

Step-By-Step Guide

How the private loan process works at OUHSC

1. Chose a lender. We provide a list of suggested lenders but a student is not required to choose a lender from this list. This list has been established by our institution through a rigorous examination of a combination of the stability and longevity of each of the lenders, their customer service, and the terms and conditions offered to their borrowers.
2. Go to your lender's website and complete an online application. The OUHSC lender list provides links to various lender websites. Upon application, the lender will give you an indication if you have been approved for the loan via email, correspondence via USPS mail, or immediate preapproval on their website.
3. The lender may require additional documentation such as: copy of driver's license, Social Security card, confirmation of address or name. Even if you are not initially contacted, unless you receive notice that your application is complete and approved, it is a good idea to follow up with your lender to make sure additional information is not needed.
4. You will be required to complete a self-certification form. This is an [example](#) of what that form will look like. The lender will provide this form. Information on your OUHSC award letter or in [Self-Service](#) will assist you in providing information required in the self-certification form.
 - a. Section 2a asks for the student's cost of attendance. This is the combined total of all types of aid offered to you for the academic year.
 - b. Section 2b asks for financial assistance during the loan period. This is all types of aid that you are planning on taking, with the exception of the private loan.
 - c. Section 2c is the difference between the two.
5. Your lender will, after receiving all necessary documents, send a certification request to the school. If our office has any specific questions, we will contact you. It is very important that during this time you check your email and respond to any inquires.
6. Once we are able to certify your loan, we will accept the alternative loan in your award package. You will receive a revised award letter from us showing this loan as accepted.
7. The lender has a mandatory waiting period before they can send the funds to the school. This waiting period varies from lender to lender but the standard wait time is a minimum of two weeks.
8. The lender will disburse the funds to the school. These funds will apply first to any charges you have on your Bursar's account. Any remaining funds will then be refunded to you.