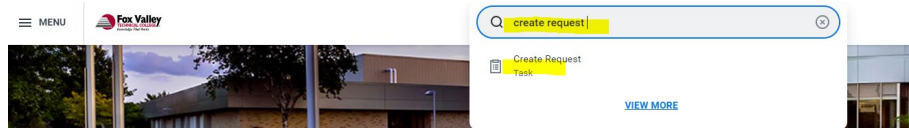
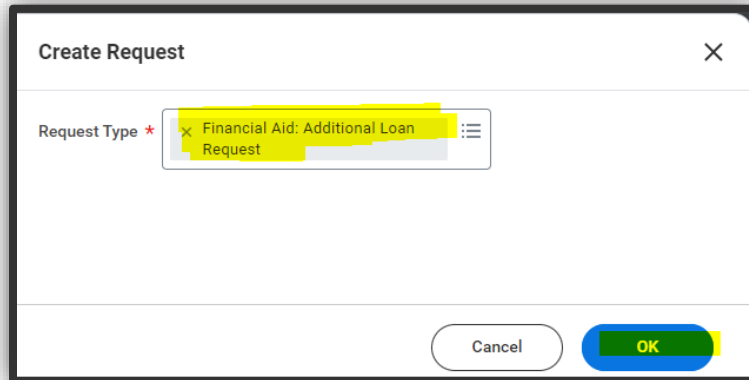


HOW TO CREATE AN ADDITIONAL LOAN REQUEST

1. In your search bar, type in "Create Request", then select the Create Request task.



2. In the Request type, select All >Financial Aid: Additional Loan Request, then click OK.



3. Fill in all required fields on the form:
 - *Loan Amount Requested
 - *Reason for Request
 - *Spring 2025 # of credits
 - *Read & Agree Certification

A screenshot of a loan request form. The form has several sections:

- "Loan Amount Requested: (Required)" with a text input field containing "4000".
- "Please select the reason for your request (Required)" with three radio button options: "Request Additional Funds (did not borrow maximum)" (selected), "Parent Plus Loan Denial", and "Study Abroad".
- "How many credits do you plan to enroll in for the Spring 2025 term? (Required)" with a text input field containing "12".
- "I certify that I have read and agree to the following statements:" followed by a list of terms and conditions.
- A "Yes" button at the bottom.

4. Click the **Submit** button at the bottom of the page.