

## **Steps to Apply for a Federal Direct Loan at CAJ**

### **FAFSA 2025-2026**

- Have a high school diploma or GED.
- You must be a U.S. Citizen/National, permanent resident, or eligible noncitizen
- Complete the FAFSA and receive a valid SAR
- Currently be enrolled in eligible programs
- Maintain Satisfactory Academic Progress
- Have completed all requirements including verification if required
- Not be in default on a student loan or owe a refund on state or federal education grant
- You cannot receive loans at two institutions at the same time

**Student creates a FSA ID Account first – then fill out the FAFSA application.**  
**You can also go to www.studentaid.gov on the internet.**

**Step 1:** Complete the FAFSA 2025-2026 online at [FAFSA Application](#)  
**CAJ School Code: 009509**

**Step 2:** Complete Annual Student Loan Acknowledgment online at [Loan Acknowledgment](#)  
Look for “**Sacramento City Unified School District.**”  
*(Please print out a copy of the confirmation for the Financial Aid Office)*

**Step 3:** Complete Loan Entrance Counseling online at [Entrance Counseling](#) You will be asked to notify your school. Look for “**Sacramento City Unified School District.**”  
*(Please print out a copy of Entrance Counseling for the Financial Aid Office)*

**Step 4:** Complete a Master Promissory Note (MPN) online at [Master Promissory Note](#)  
*(Please print copies of pages 1-3 of the promissory note for the Financial Aid Office.)*

**Step 5:** Complete the Federal Stafford Loan Request Form (in-person at CAJ)

**Step 6:** Complete the Identity and Statement of Educational Purpose Form (in-person at CAJ)

**Step 7: Verification Process:** After 3-5 days from submitting the FAFSA application, please come **IN PERSON** to the CAJ Financial Aid Office and bring your physical Photo ID, copies of your Social Security Card, H.S. Diploma/Equivalency, assessment test score, all financial aid packet paperwork, and all tax transcripts/untaxed incomes for 2023. You will fill out the forms from Steps 5 and 6 at this time and obtain your payment voucher for program enrollment.

**Step 8:** Take the financial aid voucher to the CAJ office and enroll in the CAJ career training program qualified for.



**Notes:** Please complete a mandatory loan exit counseling at [Loan Exit Counseling](#) when you finish your program or at the end of your loan period.