

## CREDIT UNION LINE OF CREDIT INSTRUCTIONS CHECKLIST

Make sure all applicable items are uploaded to Loan Processing!

✓	<b>Loan Application</b> is signed and dated by all borrowers. Submit all pages for processing!
✓	<b>Employment Attestation</b> section on the Loan Application is checked and initialed by the Co-borrower. <b>Proof of Citizenship</b> section on the Loan Application is checked and initialed by both the Borrower and Co-borrower.
✓	<b>Private Education Line of Credit Agreement</b> is signed and dated. Submit all pages for processing!
✓	<b>Notice to Cosigner</b> is signed and dated by Co-borrower.
✓	Any corrected/new information added to the Loan Application is initialed.
✓	Proof of <b>Identity</b> for Borrower (student) and Co-borrower is included.
✓	Proof of <b>Credit Union Membership</b> for both Borrower (student) and Co-borrower is provided.
✓	<b>Income Verification</b> documents are included. <i>Supporting documentation should reflect income as indicated on the application. If the income figures do not match, please remember to change and initial the amount on the application.</i>
✓	<b>Program Verification</b> is included.

Questions? Need help? Please email us at [docs@studentchoice.org](mailto:docs@studentchoice.org)