Harvard Division of Continuing Education

Student Financial Services
51 Brattle Street
Cambridge, Massachusetts 02138-3722
(617) 495-4293
studentfinance@extension.harvard.edu

Request for Private Student Loan Certification

Academic Year 2026-2027

Certification of private student loans is based on the cost of attendance for your planned enrollment. For students not admitted to a degree or Premedical program, private student loan certifications will be limited to a maximum of three semesters, not to exceed a total of $25,000 for students seeking a degree, and $15,000 for students seeking a professional certificate. Private student loans are primarily intended to cover tuition and fees, books and transportation, and are designed to be a supplement to your other financial resources.

Private student loans may not be certified for students who are not in good academic standing. To be eligible and maintain eligibility for private student loan certification, you must complete at least half of the courses you attempt with the following grade minimum: B for undergraduate/graduate students; B-minus for Premedical students.

To apply and receive loan certification you must:

1. Complete the lender's loan application using the school code: **00215503**
2. Receive approval following a credit check and data verification by the lender
3. Complete page 2 and submit this document securely by logging into your account via MyDCE Portal at https://web.dce.harvard.edu/mydce-extension. From the home page, choose "Document Uploader." In the Document Upload Form, select "Private Student Loan Forms" in the "Documents" field. Click "Attachments" then the "Upload Files" button/bar to select your file(s) to upload. Click the "Submit" button.
4. Receive confirmation from Student Financial Services regarding the loan amount that will be certified

The loan certification process may take up to two weeks. In order for you to be able to use your anticipated loan funds to cover your balance before the payment deadline, Student Financial Services must receive both this form and your loan approval ten days before the payment deadline. Additional processing time may be required by your lender.

Student Financial Services certifies the following for your lender:

- your enrollment plans
- that the loan amount you requested fits within the standard cost of attendance for your planned enrollment

2026-27 standard cost of attendance budget for enrollment of half time (8 credits per term) or more.	**FALL OR SPRING TERM** (4.5 months)	**FALL AND SPRING TERMS** (9 months)
Housing and food	$13,215	$26,430
Books and supplies	$400	$ 800
Miscellaneous	$1,500	$3,000
Transportation	$400	$ 800
Tuition + Fees (determined by your course selection)	$	$
Total	$	$

If you will be enrolling less than half time (7 credits or fewer per term), only tuition and fees, books and supplies, and transportation will be included in your cost of attendance budget.

Once your loan is certified:

- Review your student account online at extension.harvard.edu. Funds will appear either as a credit to your student account or as an anticipated credit prior to the payment in full deadline for the term
- Changing your enrollment may impact your loan eligibility

Continued on next page.

Student Information

STUDENT LEGAL NAME		
Last/Family/Sur name(s)	First/Given name(s)	Middle name(s)

DCE ID NUMBER (*See* extension.harvard.edu/login *if unsure*)

@

LAST 4 DIGITS OF SOCIAL SECURITY NUMBER

X X X - X X -

DATE OF BIRTH example: 01 15 1994

Month (MM) *Day (DD)* *Year (YYYY)*

PRESENT MAILING ADDRESS (number, street, and apartment number)		
Street		
City	State/Province	Zip/Postal code
Email address (Please provide only one email address)	Telephone number (including area/country code)	

Please complete sections A-F below:

A. Program of Interest

Please check just one academic program to which you are admitted or intend to be admitted:

LIBERAL ARTS DEGREES		OTHER		UNDECIDED
☐ Bachelor of Liberal Arts (ALB) ☐ Master of Liberal Arts (ALM)	*or*	☐ Premedical Program ☐ Professional Certificate	*or*	☐ Undergraduate Credit ☐ Graduate Credit

B. When do you expect to complete your studies? ____________________

MMYYYY (example: 05/2027)

C. Planned Enrollment

Check the number of credits in which you plan to enroll. Your loan certification will be based on the enrollment indicated here.

Fall ☐ **4 credits** ☐ **8 credits** ☐ **12 credits** ☐ **16 credits** ☐ **Capstone/Thesis** ☐ **Other** ________________

Spring* ☐ **4 credits** ☐ **8 credits** ☐ **12 credits** ☐ **16 credits** ☐ **Capstone/Thesis** ☐ **Other** ________________

*including January session

D. Housing Status: ☐ **off campus** ☐ **with my parents**

E. Indicate the name of your lender and the type of loan for which you are applying:

Lender Loan type

F. Indicate the pre-approved loan amount per term you are requesting to be certified:

Fall $____________________

Spring $____________________

Total Pre-Approved Loan $____________________

The maximum loan amount that may be certified is your cost of attendance minus any other aid you will receive.

I certify that all of the above information is true and complete to the best of my knowledge. I understand that I am responsible for updating my financial aid application information if there are changes during the course of my 2026-27 enrollment.

Student's signature **Date**