



How to access and e-sign the online Direct Loan Change Form

You can now electronically sign and securely submit your online direct loan change request form through a new student financial aid portal. You will need to create an account and e-sign your financial aid forms.

STEP 1: Navigate to the [Request a Federal Direct Loan](#) page.

STEP 2: Scroll to the bottom of the webpage and select the **Federal Direct Loan Change Request** link.

Increase Your Federal Direct Loan

If you have already submitted a loan request for the current school year but need to ask for additional loan funds, please fill out an online [Federal Direct Loan Change Request](#). **Note:** Look for the "Create New Account" link and follow the instructions to create a user name and password to access the Direct Loan Change Request.

Cancel Your Federal Direct Loan

If you have already submitted a loan request for the current school year but now wish to cancel your loan, please fill out an online [Federal Direct Loan Change Request](#). **Note:** Look for the "Create New Account" link and follow the instructions to create a user name and password to access the Direct Loan Change Request.

STEP 3: Click on the form you wish to access and you will be taken to the online financial aid portal.

Log In

Sign in to complete the **Direct Loan Change Form** form as requested by Borough of Manhattan Community College.

User Name

Password

Log In

[Create New Account](#) [Forgot User Name?](#) [Forgot Your Password?](#)

STEP 4: Click "Create New Account" and follow the enrollment process.

STEP 5: After completing the enrollment steps, you will need to verify your email to activate the account. Once you activate the account, you will immediately have convenient online access to complete required forms, view pending forms, and review your completed forms history.

Create a new account

Verify your email

Please visit the link provided in that email to activate your account.

NOTE: If you do not receive the activation email in your inbox, please check your junk and/or spam folders.

Account Activated

Congratulations, you have successfully activated your account.

[Continue](#)

STEP 6: You will be prompted to log-in with your username, password and security question. Once you have completed the log-in process, you will be directed to the required form.



2019-2020 DIRECT LOAN CHANGE FORM

**Request for Summer 2019, Fall 2019, and/or Spring 2020 only!*

Borrower Information To Be Completed by STUDENT:

Student's Last Name:	<input type="text"/>	Student's First Name:	<input type="text"/>
Student's BMCC Email:	<input type="text"/>	Phone Number:	<input type="text"/>
Student's CUNYFirst ID#:	<input type="text"/>	Student's SSN:	<input type="text"/>
Major:	<input type="text" value="-- Please Select --"/>		
<hr/>			
Address Line 1:	<input type="text"/>		
Address Line 2:	<input type="text"/>		
City:	<input type="text"/>	State:	<input type="text"/>
Zip Code:	<input type="text"/>		
<hr/>			
Expected Graduation Date:	<input type="text" value="-- Please Select --"/>		
Term Requested:	<input type="text" value="-- Please Select --"/>		
Action Requested:	<input type="text" value="-- Please Select --"/>		
Requested Amount (\$):	<input type="text"/>		
Consider for Unsubsidized Direct Loan?	<input type="text" value="-- Please Select --"/>		

If you are having any difficulty with completing your financial aid forms online, please visit our F.A.S.T. Center in Main Campus in Room S-114 or e-mail us at finaid@bmcc.cuny.edu