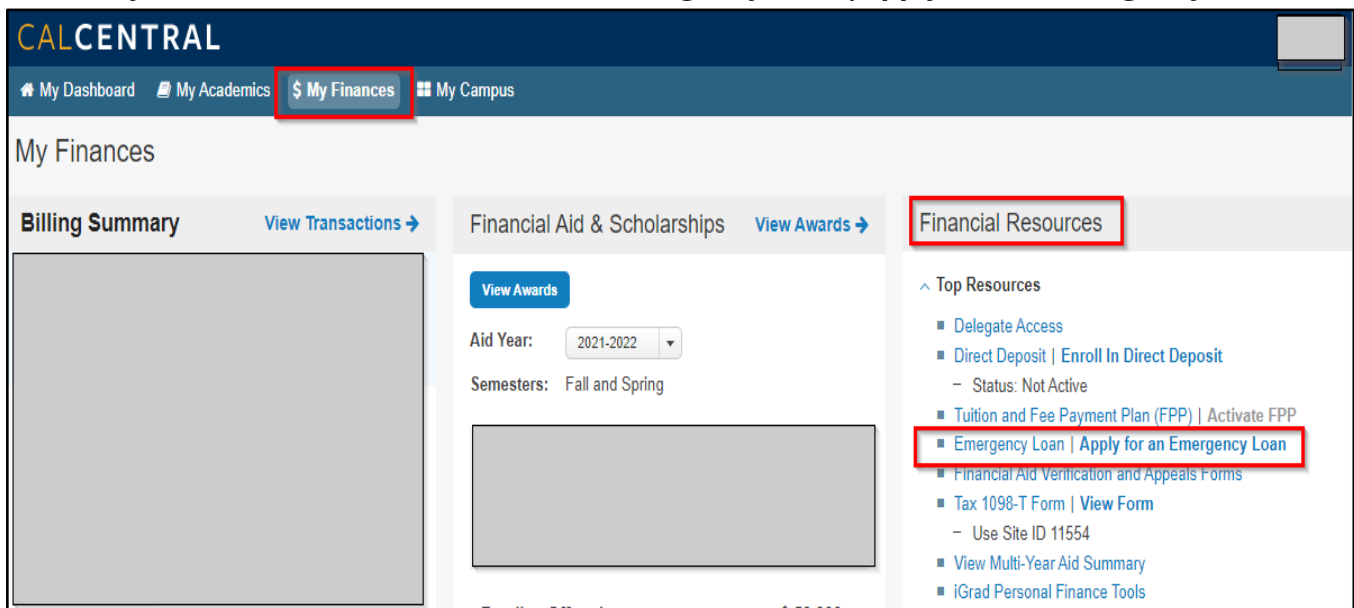


Short-term emergency loan step-by-step guide

This guide is for students who want to apply for an Emergency Loan. Emergency loans are intended to help with short-term, unanticipated expenses related to the cost of education. They are interest free and **must be repaid 60 days after the loan is approved**. If applicable, there is a \$20 Administrative Fee for each Loan. **This fee is waived for the 24/25 academic year**. When filling out the loan application you cannot save, so be prepared to fill out the entire form in one session.

1. In CalCentral, navigate to:

My Finances>Financial Resources>Emergency Loan | Apply for an Emergency Loan.



2. You will be taken to the Emergency Loans eForm. The first page has information about the types of emergency loans.

- **Co-payable Loan**- Set amount of \$1,635 to help you register. The money will go directly to your account.
- **Living Expense Loan** - This will not go to your Cal Central Student Account. You can choose the following payments: a check which it is picked up at Cal Student Central or direct deposit which in the application is referred to as Electronic Fund Transfer (EFT). Direct Deposit will post directly to your personal bank account.

Please note that when filling out the eForm, you may not have both loan options available. Once you have registered, the Co-Payable Loan will no longer be available.

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NOTE: An eForm ID # is listed in the top right corner of the page. You might want to write this down as a reference. Read this information carefully before proceeding.

Emergency Loan Program

Emergency Loans are available to students who have short-term, unanticipated expenses directly related to the cost of education. Loans are interest-free and due approximately 60 days from the date of the application of the loan. If applicable, there is a \$20 processing fee associated with all approved emergency loans. Two types of loans are available to students:

- A Co-payable Loan for tuition and fees is for eligible students who are enrolled but not yet registered. The loan is intended to help make a partial payment toward fall or spring semester UC Berkeley registration fees. The loan will directly pay your fees and will be reflected in your Student Account. Students requiring additional funding beyond the co-payable maximum are encouraged to secure alternate sources of funding to meet the minimum amount due in advance of the payment deadline. **Please note that this loan is not available during the summer term.**
- A Living Expense Loan is for eligible, registered students to help with unanticipated emergency expenses. Students may receive these short-term, emergency funds via paper check at Cal Student Central or in their personal bank account via [Electronic Funds Transfer \(EFT\)](#). Note: If your EFT is not active, a paper check will be printed for pick up at 120 Sproul Hall at [Cal Student Central](#) during regular business hours.

Please review the eligibility criteria and the maximum loan amount at <http://financialaid.berkeley.edu/short-term-emergency-loan> before proceeding.

Please complete this application entirely. You will not be able to save the information you enter in the form prior to submitting the application.

To begin follow the instructions below.

3. The **NEXT STEPS** section tells you if you are eligible. If not, it will tell you why (e.g. took out too much money already, have a Hold on your record, etc.) If you are eligible to apply for the loan, you will be allowed to proceed with the application.
4. Make sure to click and review eligibility criteria as well as maximum loan amounts.

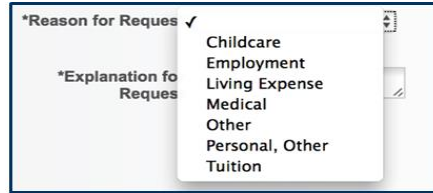
Please review the eligibility criteria and the maximum loan amount at <http://financialaid.berkeley.edu/short-term-emergency-loan> before proceeding.

Please complete this application entirely. You will not be able to save the information you enter in the form prior to submitting the application.

5. Fill out the eForm. All sections with an **asterisk* are required**. Make sure not to type too quickly or the form will not record the correct information. The default for CoPayable Loan is \$1,635 and the default for Living Expenses is \$100 (\$100 is the minimum). You can change the amount for a Living Expense loan, but if you ask for over \$2,000, your application will require a review from a financial aid counselor.

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6. **Reason for Request:** This is a pull down field.

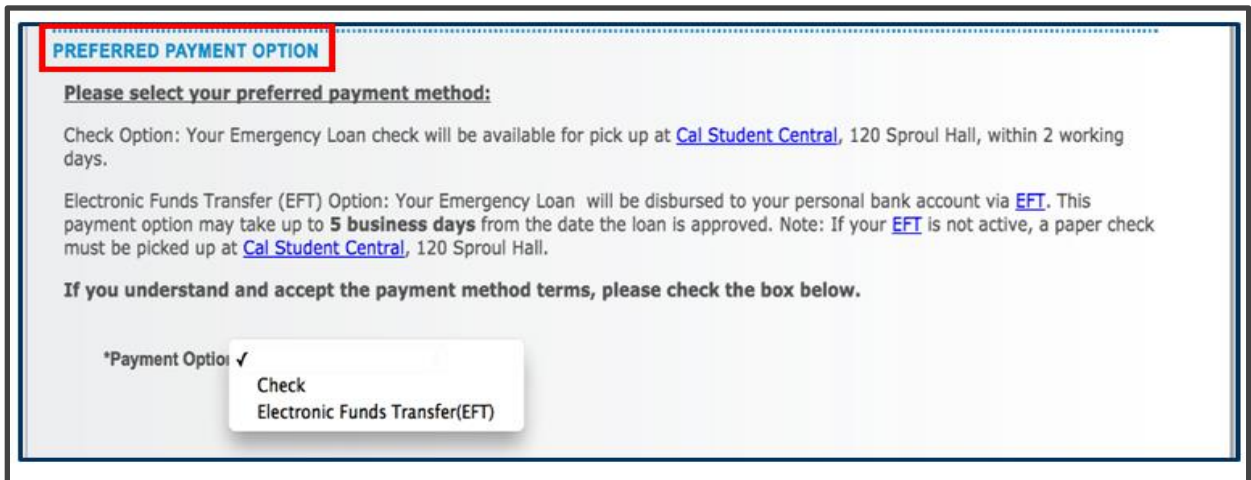


7. **Explanation for Request:** This is a free form response. Please provide a brief explanation for the loan request.

How will the loan be paid back? Provide a method of repayment. If you select **Other**, a field will appear asking for the details of your repayment plan.

8. **Currently Employed in the US?** If you select YES for this section, you will be asked to provide your employer information. *NOTE:* Your relative or sponsor must live in the U.S.

9. **Preferred Payment Option:** If you choose **Check**, you will receive an email communication with specific instructions when your check is available for pick up at Cal Student Central in Sproul Hall 120. Please wait until you receive this communication before taking any action to pick up your check. Please make sure to bring your student ID. If you want to choose to receive your loan via **Electronic Funds Transfer (EFT)**/ Direct Deposit, please confirm that you have Direct Deposit set up by logging into CalCentral > My Finances > Financial Resources > Direct Deposit | Enroll In Direct Deposit to view and manage your accounts.



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10. **Terms and Conditions:** Please read these loan terms and conditions carefully. If you agree with the terms, Check the **Accept Terms & Conditions** box and then click **Next**.

11. **Student Promissory Note:** The following page will provide a summary of your loan including the Repayment Due Date. Read the Promissory Note carefully, and if you agree enter your Student ID and **Submit**. Your Student ID is your electronic signature. The top left corner will say **Finalized**. This is the end of requesting the loan. The page has been updated with a summary of the loan as well as a copy of the Promissory Note.

12. In the example above, we applied for a **Living Expenses** loan. If this had been a Co-Payable loan request:

- The loan would apply directly to your bill (once approved).
- You would get an email letting you know when the money posts to your account.
- You would only get one Co-Payable loan per Term. You also cannot apply for a Co-Payable once you are officially registered.
- Co-Payable loans are NOT available for summer.

NOTE: Co-Payable loans only cover approximately 20% of undergraduate California resident registration fees. If you are a non-resident, you may need to secure additional funding to meet the minimum amount due on the payment deadline.

Support

To view the status of your loan login to CalCentral then go to "**Dashboard**" then "**Student Resources**" then "**Manage your Forms**" and then click on "**View Submitted Forms.**"

If you need additional assistance, please [open a case](#) online with Cal Student Central.