Application Checklist
Gather and submit these items to make your application process go even faster!

COMMUNITY FIRST
CREDIT UNION

Having the right information at hand as you begin your online application will help to avoid delays in your loan decision and processing.

You will use some of these documents during your online application.

Submit to CURevl

After you have submitted your online application, both Students and Co-Signers need to deliver copies of the items below to our student loan partner, CURevl or Community First to complete documentation for your loan application and assist in processing your request. Please submit the items as soon as possible to help avoid delays.

How to submit your documents:
- Fax to 1-877-407-1185
- Drop off at any Community First Credit Union location
- Mail to Community First Credit Union, Attn Student Loans, PO Box 1487, Appleton, WI 54912-1487

STUDENTS

Information About You

- **Your Driver's License or other Government Issued ID**

- **A document verifying your address**
  - Your Driver's License can fulfill this requirement if the address is current.
  - Or, a financial institution statement or bill (cellphone, utility or credit card) can also verify your address

- **Two (2) most recent pay stubs if you are employed**

- **If you are married and live in the State of Wisconsin, a Promissory Note Addendum signed by your spouse, even if they are not co-signing on your loan.**
  Available to print in the dropdown "Are you the spouse of the student or co-signer?"

- **Personal Reference:** The name, address and phone number of a relative or friend of 3 years or more. (Must be different than reference provided by Co-Signer)

Information About Your School Expenses

- **Estimated Educational Expenses and Requested Loan Amount.** Include tuition, housing, meals and books. Your school will certify the actual amount needed less any financial aid to prevent overborrowing.

- **Tip:** Apply for the full academic year to save time and avoid having to re-apply for second semester.

Membership Requirement
You must be a member of Community First Credit Union.

CO-SIGNERS *(Student's Spouse or Other)*

Information About You

- **Your Driver's License or other Government Issued ID**

- **A document verifying your address**
  - Your Driver's License can fulfill this requirement if the address is current.
  - Or, a financial institution statement or bill (cellphone, utility or credit card) can also verify your address

- **Two (2) most recent paystubs OR last 2 years Federal Tax Returns**

- **If you are married and live in the State of Wisconsin, a Promissory Note Addendum signed by your spouse.**
  Available to print in the dropdown "Are you the spouse of the student or co-signer?"

- **Personal Reference:** The name, address and phone number of a relative or friend of 3 years or more. (Must be different than reference provided by Student)

Membership Requirement
You must be a member of Community First Credit Union with an active CFCU checking account <u>and</u> full direct deposit.