**March 1, 2021**

**Direct Consolidated Loan (DCL) Application Check List. You will need the following to complete a DCL Application online:**

1. **Federal Student Aid (FSA) ID:**

**To Create or Re-Establish your FSA ID:**

To Create an FSA ID, click on “Create FSA ID” and follow the instructions.

1. To Re-establish an existing ID, click on “Manage MY FSA ID” and select either “Forgot my Username” or “Forgot my Password” or both and follow the instructions.
2. Test your ID by logging on to your account at Studentaid.gov: <https://studentaid.gov/fsa-id/sign-in/landing>
3. If you have trouble setting up your ID online, call: 1-800-433-3243 for assistance.
4. **Access to last Federal Tax Return filed (if within the past two filing years):** 
   1. Adjusted Gross Income
   2. Your address exactly as it is displayed on the return
5. **Your Employer’s Name and Address (If applicable)**
6. **Two Personal References:** These are not character references. They will only be contacted in the event you cannot be located.
   1. References can be any adult; parents, adult children, siblings, friends
   2. References cannot live with you and must live at separate addresses from each other.
   3. You’ll need their full name, address (including zip code) and phone number.
   4. Note: You cannot complete the online DCL application without these references so please have all the information on hand before you start.