



This application is for GSB MBA Nonprofit/Public Service Loan Forgiveness Program recipients that are applying for the program for the first time or applying for their next 12 month period with the program.

**A. DEMOGRAPHIC INFORMATION (Please do not leave any fields blank)**

NAME: \_\_\_\_\_ SPOUSE'S NAME: \_\_\_\_\_

CURRENT ADDRESS (This address is used to mail loan forgiveness funds):

U.S. CITIZEN/ PERMANENT RESIDENT Yes No

PHONE: \_\_\_\_\_ (daytime)

SOCIAL SECURITY #: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DATE GRADUATED FROM STANFORD GSB: \_\_\_\_\_ (month/year) STANFORD ID #: \_\_\_\_\_

**B. DOCUMENTS TO BE SUBMITTED**

In order to determine your eligibility for the GSB MBA Nonprofit/Public Service Loan Forgiveness Program (NPSLFP), the following documents must be submitted to the GSB Financial Aid Office in addition to this application. **Please use the checklist to indicate documents you are submitting. Mark "N/A" if the item is not applicable.** *If any materials, such as foreign tax statement or employer's mission and scope of activities, are not in English, a personal translation of the pertinent information must be provided.*

**U.S. FEDERAL TAX RETURN & W-2**

- Copy of your most recent U.S. Federal Tax Return (1040), including all schedules and W-2 forms, or a foreign equivalent.
- If submitting a foreign tax statement, provide copies of most recent tax statement from any and all countries in which you filed. Include an index of the current exchange rate. If you filed a U.S. 1040 NR form, please provide a copy of this as well.
- If a return is filed on your behalf by your employer, you will need to submit a copy of the return.
- If you did not file a tax statement in any country, please send a letter of explanation.

**SPOUSE'S U.S. TAX RETURN & W-2**

- If married and filing separately, copies of your spouse's most recent U.S. Federal Tax Return, including all schedules and W-2 forms or foreign equivalent as detailed above.
- If a return is filed on their behalf by their employer, you will need to submit a copy of the return.

**PROOF OF EMPLOYMENT & WAGES**

- Provide your most recent pay stub as your proof of your employment and salary. If you are a recent hire and have not yet received a pay stub, submit your offer letter from your employer.

**PROOF OF SPOUSE'S EMPLOYMENT & WAGES**

- If married to an employed spouse, provide their most recent pay stub as your proof of their employment and salary. If they are a recent hire and have not yet received a pay stub, submit their offer letter from their employer.



**MISSION & SCOPE OF ACTIVITIES**

- Materials issued from your employer describing its mission and scope of activities, or a letter from your employer with the same information.
- If your employer is an approved local or national government, you may provide a statement of your job functions instead.

**EMPLOYER'S TAX-EXEMPT STATUS**

- Verification of your employer's tax-exempt status.
- If your employer's tax-exempt status is not a 501(c)(3) or 501(c)(4), but rather the foreign equivalent, an explanation of the relevant country's tax code or similar information which can be used to establish foreign equivalency.
- Applicants who work for the US Federal, State, county, or city government agencies as well as for a public school or college do not need to demonstrate proof of their employer's tax-exempt status.

**VERIFICATION OF LOAN DEBT (GSB AND NON-GSB LOANS)**

- Verification of outstanding loan debt from lenders or services by providing the following:
  - Original disbursed loan amount
  - Outstanding loan balance
  - Proof of Repayment status
  - Verification that your repayment is in good standing with no missed or late payments
  - Next due date
  - Required monthly repayment on due date
  - History of previous loan payments
- If spouse has outstanding educational loans, verification of their loan debt is also needed. (Please refer to the sample loan summary posted on the GSB Loan Forgiveness website).
- Please provide billing statements and/or screenshots from the servicer's website for each loan to provide this information.

**SPOUSE'S VERIFICATION OF LOAN DEBT**

- Verification of outstanding loan debt from lenders or services by providing the following:
  - Outstanding loan balance
  - Proof of Repayment status
  - Next due date
  - Required monthly repayment on due date
  - History of previous loan payments

**PROOF OF CHILDCARE EXPENSES**

- Proof of childcare expenses, if applicable. Please provide documentation, such as invoices and/or statements from a licensed childcare provider or proof of payment for such services if no invoice is available.

**THANK-YOU LETTER:** Upon request, applicants may be contacted by GSB Development Office to write a thank you letter to their donor. Thank you letters must be submitted prior to applicant's next renewal (6-month or annual).



**C. EMPLOYMENT INFORMATION**

To qualify, you must be employed at least halftime (20 hours or more a week) in an organization that meets one of following descriptions:

- An approved local or national government, or
- A qualified non-profit organization (such as an Internal Revenue Code approved section 501(c)(3) or 501(c)(4) organization, or a foreign equivalent) which aims to better society through constructive means and which is approved by the GSB.

QUALIFYING EMPLOYER NAME: \_\_\_\_\_

EMPLOYER ADDRESS: \_\_\_\_\_

DATE EMPLOYMENT BEGAN: \_\_\_\_\_ JOB TITLE: \_\_\_\_\_

JOB DESCRIPTION: \_\_\_\_\_

Please specify the type of employment this position represents?

Full-time (working at least 40 hours per week for qualifying employer)

Part-time (working more than 20 hours but less than 40 hours per week for qualifying employer)

Do you work for an approved local or national government?    Yes            No

Do you work for another company/organization?                      Yes            No

*If yes, please identify your other employment.*

OTHER EMPLOYER NAME & ADDRESS: \_\_\_\_\_

JOB TITLE & DESCRIPTION: \_\_\_\_\_

Is the other company/organization considered “for-profit”?    Yes            No

**D. INCOME INFORMATION**

Instructions: The GSB would like you to estimate your income for the next 12 months based on the date of your GSB NPSLFP Application in the table below. Please include your expected income from **all sources, including other employment.**

INCOME INFORMATION	APPLICANT	SPOUSE
TIME PERIOD: (MMDDYY) _____ TO (MMDDYY) _____		
GROSS WAGES/SALARY FROM QUALIFYING EMPLOYER (INCLUDE TAX-DEFERRED COMPENSATION SUCH AS 401K AND 403B):		
INCOME FROM ANOTHER SOURCE (I.E. ANOTHER EMPLOYER, SELF-EMPLOYMENT). PLEASE INDICATE NAME OF EMPLOYER AND GROSS WAGES/SALARY (INCLUDE TAX DEFERRED COMPENSATION SUCH AS 401K AND 403B):		
EXPECTED/ANTICIPATED <b>BONUS</b> :		
<b>DATE OF EACH BONUS (MM/DD/YY):</b>		
OTHER TAXABLE INCOME (INCLUDE INTEREST & DIVIDEND INCOME)		
EMPLOYER PROVIDED HOUSING ALLOWANCE		
DATE NEXT SALARY INCREASE IS EXPECTED (MM/DD/YY)		



**E. INFORMATION ON YOUR PRIMARY RESIDENCE**

Own       Rent

**F. MONTHLY INCOME/EXPENSES**

Take-home pay	\$
Other income received: _____	\$
Rent/Mortgage (if none, indicate "\$0")	\$
Utilities	\$
Groceries	\$
Transportation	\$
Personal Expenses	\$
Medical Insurance	\$
Other Expenses	\$

**G. ASSET INFORMATION**

<b>ASSET INFORMATION AND OTHER RESOURCES (VALUE AS OF TODAY).</b>	<b>APPLICANT</b>	<b>SPOUSE</b>
CASH/SAVINGS/CHECKING ACCOUNTS		
STOCKS, BONDS, AND OTHER INVESTMENTS		
RETIREMENT ACCOUNTS (IRA, KEOGH, SEP, ETC.)		
OTHER ASSETS (PLEASE EXPLAIN):		
TRUST FUND VALUE		
<b>HOME</b>		
VALUE		
DEBT (MORTGAGE BALANCE)		
YEAR PURCHASED		
PURCHASE PRICE		
<b>OTHER REAL ESTATE**</b>		
VALUE		
DEBT (MORTGAGE BALANCE)		
YEAR PURCHASED		
PURCHASE PRICE		
BUSINESS VALUE		
BUSINESS DEBT		

\*\* If you have additional real estate, please attach a separate document detailing the value, debt, year purchased, and purchase price.

**F. DEPENDENT(S) INFORMATION**

<b>FULL NAME</b>	<b>AGE</b>	<b>RELATIONSHIP</b>

**F. OUTSTANDING EDUCATIONAL DEBT**

Include only unpaid loans borrowed while at the Stanford Graduate School of Business in the table below. Other unpaid educational loans and Spouse's educational debt should be listed on the next page. Documentation of outstanding loan debt, required monthly repayment, and history of previous loan payments (as requested on the 2<sup>nd</sup> page of this application) is also required as verification of the information listed below.

***APPLICANTS LOANS BORROWED AT GSB***

<b>LOAN TYPE</b>	<b>REPAYMENT PLAN TYPE</b>	<b>REPAYMENT PLAN LENGTH</b>	<b>DATE YOU ENTERED REPAYMENT</b>	<b>CURRENT LENDER</b>	<b>INTEREST RATE</b>	<b>ORIGINAL PRINCIPAL</b>	<b>PRINCIPAL BALANCE DUE</b>	<b>MONTHLY PAYMENT</b>
FEDERAL PERKINS								
FEDERAL SUBSIDIZED STAFFORD								
FEDERAL UNSUBSIDIZED STAFFORD								
FEDERAL CONSOLIDATION LOAN*								
FEDERAL GRAD PLUS LOAN								
PRIVATE LOAN								
OTHER:								
OTHER:								
<b>TOTALS</b>								

\* If you have consolidated any of your federal student loans, you will be required to submit copies of the original consolidation application. The GSB will only cover the portion of your consolidated loan debt that was originally borrowed to meet GSB educational expenses.



***EDUCATIONAL LOANS FROM NON-GSB EDUCATION***

<b><i>LOAN SOURCE</i></b>	<b><i>CURRENT LENDER</i></b>	<b><i>INTEREST RATE</i></b>	<b><i>ORIGINAL PRINCIPAL</i></b>	<b><i>PRINCIPAL BALANCE DUE</i></b>	<b><i>MONTHLY PAYMENT</i></b>
FEDERAL PERKINS					
FEDERAL SUBSIDIZED STAFFORD					
FEDERAL UNSUBSIDIZED STAFFORD					
FEDERAL CONSOLIDATION LOAN*					
FEDERAL GRAD PLUS LOAN					
PRIVATE LOAN					
OTHER:					
		<b>TOTALS:</b>			

\* If you have consolidated any of your federal student loans, you will be required to submit copies of the original consolidation application. The GSB will only cover the portion of your consolidated loan debt that was originally borrowed to meet GSB educational expenses.

***SPOUSE'S (if applicable) OUTSTANDING EDUCATIONAL DEBT***

<b><i>LOAN SOURCE</i></b>	<b><i>CURRENT LENDER</i></b>	<b><i>INTEREST RATE</i></b>	<b><i>ORIGINAL PRINCIPAL</i></b>	<b><i>PRINCIPAL BALANCE DUE</i></b>	<b><i>MONTHLY PAYMENT</i></b>
FEDERAL PERKINS					
FEDERAL SUBSIDIZED STAFFORD					
FEDERAL UNSUBSIDIZED STAFFORD					
FEDERAL CONSOLIDATION LOAN*					
FEDERAL GRAD PLUS LOAN					
PRIVATE LOAN					
OTHER:					
		<b>TOTALS:</b>			

\* If you have consolidated any of your federal student loans, you will be required to submit copies of the original consolidation application. The GSB will only cover the portion of your consolidated loan debt that was originally borrowed to meet GSB educational expenses.

**Are any of the above educational loans (yours or your spouse's) eligible for deferment under federal regulations? If yes, which ones, and for what time frame? Please be aware that if you are eligible for a deferment, you do not qualify for the NPSLFP during a deferment status.**



**G. SPECIAL CIRCUMSTANCES**

Occasionally, the GSB MBA Nonprofit/Public Service Loan Forgiveness Program applicants have special circumstances related to their employment or financial strength that is not communicated in the required application materials. If you feel that there is any additional information that would be helpful for the GSB to review, please use the space provided below. Attach a separate page, if needed.

**H. CERTIFICATION**

All of the information provided is true and complete to the best of my knowledge. I will update information as needed and provide documentation if it is requested by an authorized official. **I will immediately report any change of employment or financial circumstance, which would affect this application.**

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Applicant's Signature

Date

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Spouse's Signature

Date

Please provide any additional information that may be applicable. Be advised that failure to mail all required documents may delay the processing of your application and affect your eligibility for GSB MBA Nonprofit/Public Service Loan Forgiveness Program funds.

Supplemental information may be required and will be determined on a case-by-case basis. Any change in employment or adjusted family income by the applicant will require a re-confirmation of eligibility. The GSB reserves the right to change eligibility guidelines and required application materials at any time. The discretion for eligibility in the Stanford GSB MBA Nonprofit/Public Service Loan Forgiveness Program lies entirely with the Financial Aid Office. Determinations of awards, once rendered, are final.

Typically, the process takes 5-7 weeks from the receipt of application to disbursement of funds. Applicants should continue to make required loan payments during the application process.

RETURN APPLICATION TO:

Graduate School of Business  
Knight Management Center  
Stanford University  
Financial Aid Office  
655 Knight Way  
McClelland Building  
Stanford, CA 94305  
Fax 1.650.725.3328