

DIRECT LOAN ENROLLMENT PACKET COVER SHEET

MAY 2010

Please complete this cover sheet and submit it with all materials by express courier to the Department at the following address:

U.S. Department of Education
Federal Student Aid
School Eligibility Channel
Foreign Schools Team – Direct Loan Transition
Union Center Plaza
830 First Street NE
Room 73C3
Washington, DC 20002-5340

If you have questions about this cover sheet, e-mail the Department's specialized Direct Loan enrollment team at foreignschoolenrollment_fsa@ed.gov.

School Information	
School's Name	
School's OPE ID	
Primary Contact Person's Name Telephone Number E-mail Address	
Secondary Contact Person's Name Telephone Number E-mail Address	
What software product will your school use to process Direct Loans?	

Packet Checklist for Step One Participation Addendum and COD System Access Request Letters	
<input type="checkbox"/>	Enrollment Packet Cover Sheet
<input type="checkbox"/>	Two Executed Participation Addenda
<input type="checkbox"/>	COD System Access Request Letters for School Users (Non-DPA)
<input type="checkbox"/>	COD System Access Request Letters for School Users (DPA)

Packet Checklist for Step Two Cover Letter and SF 1199A Direct Deposit Sign-Up Form	
<input type="checkbox"/>	Enrollment Packet Cover Sheet
<input type="checkbox"/>	Cover Letter for SF 1199A Direct Deposit Sign-Up Form
<input type="checkbox"/>	Completed SF 1199A Direct Deposit Sign-Up Form