

Direct Loan Setup Overview and Contact Information

Authorized personnel at eligible schools located outside the United States (commonly referred to as foreign schools) use functionality within the U.S. Department of Education’s (the Department’s) Common Origination and Disbursement (COD) System to process William D. Ford Federal Direct Loan (Direct Loan) Program loans for eligible U.S. students who attend their schools. Before a foreign school can begin participating in the Direct Loan Program, it must apply to participate, receive a countersigned Program Participation Agreement and Eligibility and Certification Report, request access to Student Aid Information Gateway (SAIG) services which includes COD website access, and complete funding-related actions.

Getting Started – Summary Information to Begin the Direct Loan Setup Process

The Foreign School Direct Loan Setup area of the [Foreign School Information page](#) on the [Knowledge Center](#) includes the instructions and materials you will need to complete all Direct Loan setup actions. We encourage you to first review all posted documents which should provide a complete picture of what you must do. These documents are the [Instructions for Funding Setup](#) and [SAIG - Overview and Contact Information](#).

Required Direct Loan Setup Documentation

If your school is new to the Direct Loan Program, you will complete and submit Direct Loan setup information in two major steps.

1. Complete and submit SAIG Enrollment applications for the needed SAIG services (for example, COD Online Services) to the address below in the “SAIG Enrollment Applications” section. SAIG Enrollment cannot be completed online.
2. Initiate funding setup actions and separately submit the required funding form and cover letter once all enrollment actions have been completed.

You will submit all materials to the addresses provided in the table below.

Addresses for SAIG Enrollment Applications and Funding/G5 Forms

SAIG Enrollment Applications	Funding Setup and G5 Forms
CPS/SAIG Technical Support 2000 James St. Suite 201 Coralville, Iowa 52241-1882 Telephone: 1-319-665-4762	U.S. Department of Education Office of Financial Management Attn: Stephanie Barnes – Room 5B107 400 Maryland Avenue, SW Washington, DC 20202 Telephone: 1-202-453-7827 Email: stephanie.barnes@ed.gov