

## 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.

**Where should you start?** The Foreign School Direct Loan Setup area of the Foreign School Information page (located on the [Knowledge Center](#)) includes the instructions and materials you will need to complete all Direct Loan setup actions. The documents posted in this area are presented in the order in which the actions should be completed. We encourage you to first review all posted documents. Doing so will provide a complete picture of what you must do. The documents are as follows:

- [SAIG - Overview and Contact Information](#)
- [Instructions for Funding Setup; SF 1199A Form Mockup](#)

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

- **Step One** – Complete and submit SAIG Enrollment applications for SAIG services (e.g. FAA Access to CPS Online, COD Online Services, and/or NSLDS® services) to the address below in the “SAIG Enrollment Applications” section. SAIG Enrollment cannot be completed online.
- **Step Two** – Initiate funding setup actions and separately submit the required funding form and cover letter once all enrollment actions have been completed.

**Where do you need to send the information?** You will submit all materials to the following addresses:

SAIG Enrollment Applications	Funding Setup Information G5 Forms and Information
CPS/SAIG Technical Support 2450 Oakdale Blvd. Coralville, Iowa 52241  Telephone: 1-319-665-4762	U.S. Department of Education Financial Management Operations Attn: Stephanie Barnes – Room 6087 550 12 <sup>th</sup> Street, SW Washington, DC 20202-4328  Telephone: 1-202-245-8006