A completed application includes the following:

1. Application (for new applicants)
2. Employment Packet including the following:
   a. Employment Certification Form (download from law.ucdavis.edu/financial-aid/loan-repayment-assistance.html)
   b. Position Description/or Duty Statement on the government or non-profit agency letterhead to verify employment with a Local, State, or Federal government agency (see sample on website)
   c. Verification of employer 501 (c), (3), (4), or (5) IRS tax-exempt status (for non-profit organization; see sample on website)
3. LRAP Agreement
4. List of student loans from the National Student Loan Data System (NSLDS). (see sample on website)
5. Loan disclosure statement from your Federal Student Aid Loan Servicer for each loan you want to include in LRAP. This may be a copy of each Loan Disclosure Statement provided to you by your Federal Student Aid Loan Servicers, proof of capitalized interest, and proof of loan repayment in the form of statements of payments made to lenders (see sample attachments for Direct Loans and ACS servicers). Use NSLDS to identify your loan servicers.