



NSLDS Established Relationship Definitions for Guaranty Agencies

Access to National Student Loan Data System (NSLDS) information may only be requested for and granted to individuals whose purpose for needing access to NSLDS is included in the list below. These individuals must not use their access to NSLDS information for any other purpose.

If the person's responsibilities cross over state guaranty agency and state grant agency responsibilities the individual must apply for access under both.

- Determining an applicant's eligibility for Title IV student loans
- Billing and collecting on a Title IV loan
- Enforcing the terms of a Title IV loan
- Reviewing student enrollment information
- Ensuring the accuracy of a financial aid or borrower record
- Assisting with default aversion activities
- Obtaining default rate information
- Updating an NSLDS record
- Updating Teacher Loan Forgiveness and Loan Discharge information
- Compliance activities

Note: Borrowers may access the NSLDS student site at www.nsls.ed.gov using their Federal Student Aid PIN to obtain loan detail information they need to complete their consolidation loan application before submitting it to the lender. Of course, the borrower may never provide his or her PIN to anyone else, including a guaranty agency.

NSLDS Guaranty Agency Access Certification

This certification must be completed and signed by the agency's Chief Executive Officer (CEO) and its Department of Education Primary Destination Point Administrator (PDPA) in the following format:

We, _____, CEO and
_____, DPA of
_____ [agency name],

_____ [agency code] certify that:

- We have reviewed the guidance provided by the Department of Education (the Department) with regard to access by the Guaranty Agency and its staff to information in the National Student Loan Data System (NSLDS) and will continue to review additional guidance provided by the Department.
- Access to NSLDS by the Guaranty Agency and its authorized staff will be in compliance with that guidance.
- We have internal controls in place to monitor and ensure such compliance by the agency and by all persons for whom the agency has requested and the Department has granted NSLDS access.
- We have disclosed to our independent auditors and to any audit committee all significant deficiencies in the design and operation of the internal controls that could adversely affect the ability of the agency to ensure compliance with the requirements for NSLDS access, as well as any fraud, whether or not material, that involves management or any other employee connected to the agency's access to NSLDS.
- The request for NSLDS Web access submitted by the agency is pursuant to the NSLDS Organization Access Process instructions, and is true and accurate.

CEO (printed name)

PDPA (printed name)

CEO (signature)

Date

PDPA (signature)

Date

CEO Email address

PDPA Email address

CEO Phone Number

PDPA Phone Number

The signed and dated certification must be submitted to:

U.S. Department of Education
Federal Student Aid, NSLDS
Attn: NSLDS Access
Union Center Plaza, 44C4
830 First Street NE
Washington, DC 20202