



---

## NSLDS Established Relationship Definitions for State Grant 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. State Grant Agencies may not request access for persons whose responsibilities relate solely to the agency's responsibilities as a state guaranty agency. ***If the person's responsibilities cross over state grant agency and state guaranty agency responsibilities, the individual must apply for access under both.***

- Default/Overpayment Status – To determine whether an applicant for a state grant, scholarship, or other agency program is in default on a Title IV student loan or owes an overpayment on a Title IV grant or Federal Perkins loan. This use is only permitted if, under the program's rules, default or overpayment is an eligibility criterion.
- Enrollment – To view student enrollment information for purposes of determining eligibility for one or more of the agency's programs.
- Loan Forgiveness or Loan Cancellation – To determine eligibility or verify an applicant's student loan debt for purposes of an authorized agency student loan forgiveness program.
- Other – Other grant agency activities, consistent with the guidance included in the NSLDS Organization Access Process document.

Note: Students and borrowers may access the NSLDS student site at [www.nsls.ed.gov](http://www.nsls.ed.gov) using their Federal Student Aid PIN to obtain detailed financial aid information. Of course, the student/borrower may never provide his or her PIN to anyone else, including a state agency.

## NSLDS State Grant Agency Access Certification

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

We, \_\_\_\_\_, CEO and  
\_\_\_\_\_, PDPA of  
\_\_\_\_\_ [agency name], certify that:

- We have reviewed the guidance provided by the Department of Education (the Department) with regard to access by the State 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 State 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 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