

# **National Student Loan Data System**

## **Reaffirmation User Guide**

**Final**

**July 2015**

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## 1 Reaffirmation

[Dear Colleague Letter GEN-13-02](#) dated January 17, 2013, provides guidance on how students who have inadvertently received Title IV loan funds in excess of annual or aggregate loan limits may regain Title IV eligibility. Under the Department's regulations 34 CFR 668.35(d), the student can either repay the amount or make satisfactory arrangements for repayment with their loan holder. The repayment arrangement requires the student to agree to repay the excess amount, in writing to the loan holder. This arrangement is called "reaffirmation".

In association with loan servicers, the National Student Loan Data System (NSLDS) has been enhanced to allow the reporting of reaffirmation agreements from lenders, lender servicers, and federal loan servicers for display on NSLDS. Schools may use the information contained in the ISIR and the information displayed on NSLDS when considering the awarding of additional Title IV aid. NSLDS will alert users to the presence of reaffirmation data with the use of Information Icons and a page for Reaffirmation History.

NSLDS has provided functionality to allow reaffirmations to be entered online either one at a time via the online screens, or multiple reaffirmations can be supplied to the system by way of the spreadsheet submittal process. This guide is being provided to assist with understanding of the system functionality available with regard to the reaffirmation process, how to understand the data provided, and how to supply it.

## 2 Reaffirmation on NSLDS

The first step in entering a reaffirmation is to verify that the reaffirmation has not already been added. The Reaffirmation History page, located on the Aid tab, is the location where this validation can occur. As with all information on NSLDS, it is important to remember that a current relationship must exist between the organization associated with the NSLDS user’s logon ID and the borrower. This is also true of reaffirmation. If a relationship does not exist, a message will display to indicate this, and you will not be allowed to view the borrowers’ record.

The screenshot shows the top navigation area with the Federal Student Aid logo (An OFFICE of the U.S. DEPARTMENT of EDUCATION), the text 'PROUD SPONSOR of the AMERICAN MIND™', and the National Student Loan Data System (NSLDS) logo. Below this is a blue header bar with the text: 'FSA ID: NSL.LETST27.FSA logged on as: LETST27 TEST ID from STANDARD FFEL LENDER / TGZLE27 / LETST27'. A central box displays the borrower's name 'BRANDINA BENTLER', a masked phone number '\*\*\*-\*\*-5522 +', and the date of birth 'DOB: 05/21/1962'. Below this box is the heading 'Borrower Lookup No Relationship'. A red-bordered box contains the error message: 'No relationship currently exists between the organization associated with your NSLDS logon ID and the identifiers you have entered. In order to retrieve records for this student, a relationship must exist on NSLDS.' A 'Cancel' button is located below the error message. At the bottom of the page, there are links for 'FOIA | Privacy | Security | Notices' on the left and 'WhiteHouse.gov | USA.gov | ED.gov' on the right.

**Figure 2-1: Borrower Lookup**

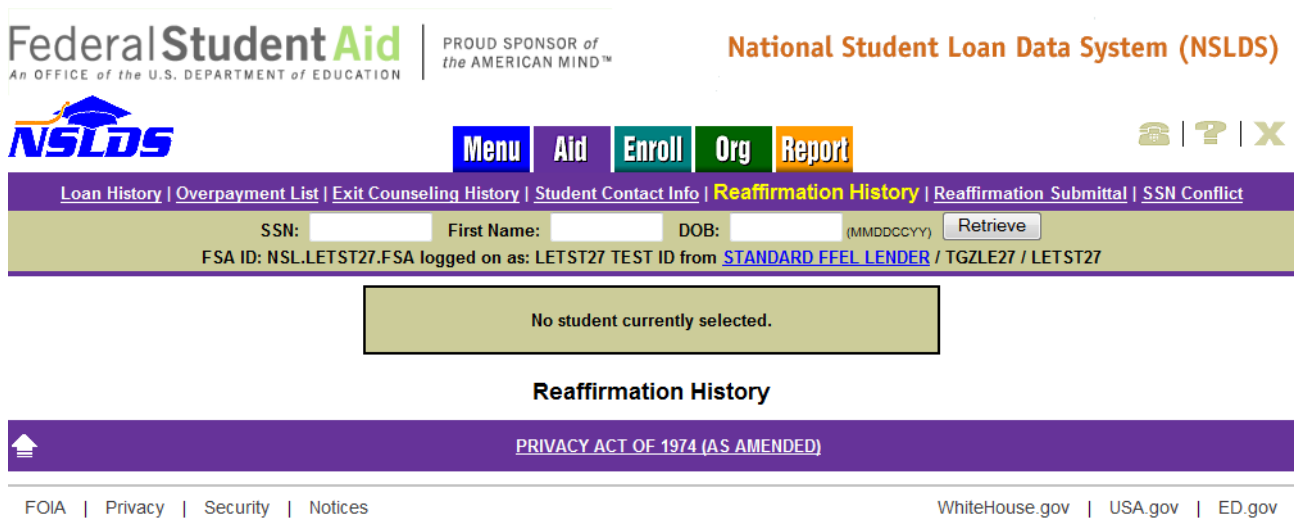
### 2.1 Reaffirmation History Information

The Reaffirmation History page displays the history of reaffirmation(s) for loans that have been reaffirmed for a borrower. Since reaffirmation occurs at the loan level, more than one loan can be reaffirmed, therefore more than one reaffirmation can display for a borrower.

## Reaffirmation User Guide

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The Reaffirmation History page can be accessed directly by clicking on the Reaffirmation History link located under the Aid tab. If a student has not been identified prior to clicking on the link, the page will display with a message indicating that no student is currently selected.



The screenshot shows the Federal Student Aid (FSA) website interface. At the top left, it says "Federal Student Aid" with the tagline "An OFFICE of the U.S. DEPARTMENT of EDUCATION" and "PROUD SPONSOR of the AMERICAN MIND™". To the right is the "National Student Loan Data System (NSLDS)" logo. Below the logo is a navigation bar with buttons for "Menu", "Aid", "Enroll", "Org", and "Report". To the right of these buttons are icons for a phone, a question mark, and a close button (X). Below the navigation bar is a menu with links: "Loan History", "Overpayment List", "Exit Counseling History", "Student Contact Info", "Reaffirmation History" (highlighted in yellow), "Reaffirmation Submittal", and "SSN Conflict". Below the menu is a search area with fields for "SSN:", "First Name:", and "DOB:" (with a "(MMDDCCYY)" format hint) and a "Retrieve" button. Below the search area, it says "FSA ID: NSL.LETST27.FSA logged on as: LETST27 TEST ID from STANDARD FFEL LENDER / TGZLE27 / LETST27". In the center of the page, a light green box contains the text "No student currently selected." Below this box is the heading "Reaffirmation History". At the bottom of the page, there is a purple footer bar with a home icon on the left and the text "PRIVACY ACT OF 1974 (AS AMENDED)" on the right. Below the footer bar, there are links for "FOIA | Privacy | Security | Notices" on the left and "WhiteHouse.gov | USA.gov | ED.gov" on the right.

**Figure 2-2: Reaffirmation History – No Student**

# Reaffirmation User Guide

If multiple reaffirmations have been entered, they will display in descending order by Reaffirmation Begin Date for each loan that has been reaffirmed.

**Federal Student Aid** | PROUD SPONSOR of the AMERICAN MIND™ | **National Student Loan Data System (NSLDS)**

NSLDS | Menu | Aid | Enroll | Org | Report

Loan History | Overpayment List | Exit Counseling History | Student Contact Info | **Reaffirmation History** | Reaffirmation Submittal | SSN Conflict

SSN: [ ] First Name: [ ] DOB: [ ] (MMDDCCYY) Retrieve

FSA ID: NSL.LETST27.FSA logged on as: LETST27 TEST ID from STANDARD FEEL LENDER / TGZLE27 / LETST27

MAX C STUDENT  
\*\*\*.9999 + DOB: 07/02/1970

### Reaffirmation History

Add Reaffirmation

Update Delete

Loan Type: SF - STAFFORD SUBSIDIZED				Loan Date: 06/07/2007		OPEID: 06789900		Ind Sep: A			
Award ID: ***** +											
Reaffirmation Date	Begin Date	End Date	1 <sup>st</sup> Disb. Date	Loan Amount	Interest Rate	Annual Exceed Amt	Agg. Undergrad Sub Exceed Amt	Agg. Undergrad Comb Exceed Amt	Agg. Grad Sub Exceed Amt	Agg. Grad Comb Exceed Amt	Source
03/02/2015	03/27/2015		09/10/2007	\$4,708	6.80%	\$1,000	\$1,000				869111
03/02/2015	03/18/2015	03/26/2015	09/10/2007	\$4,708	6.80%		\$1,000				869111

Loan Type: SF - STAFFORD SUBSIDIZED				Loan Date: 05/30/2006		OPEID: 06789900		Ind Sep: A			
Award ID: ***** +											
Reaffirmation Date	Begin Date	End Date	1 <sup>st</sup> Disb. Date	Loan Amount	Interest Rate	Annual Exceed Amt	Agg. Undergrad Sub Exceed Amt	Agg. Undergrad Comb Exceed Amt	Agg. Grad Sub Exceed Amt	Agg. Grad Comb Exceed Amt	Source
03/15/2015	03/27/2015	03/27/2015	05/30/2006	\$5,500	6.80%			\$1,000			869111

PRIVACY ACT OF 1974 (AS AMENDED)

FOIA | Privacy | Security | Notices | WhiteHouse.gov | USA.gov | ED.gov

**Figure 2-3: Reaffirmation History – Multiple Records**



## Reaffirmation User Guide

To select a student whose reaffirmation history needs to be viewed, enter the student identifiers and click **Retrieve**. The Reaffirmation History page will display with all reaffirmations that have been entered to date. If no reaffirmations have been entered, this page will display a message indicating this.

Federal Student Aid | PROUD SPONSOR of the AMERICAN MIND™ | National Student Loan Data System (NSLDS)

NSLDS | Menu | Aid | Enroll | Org | Report

Loan History | Overpayment List | Exit Counseling History | Student Contact Info | **Reaffirmation History** | Reaffirmation Submittal | SSN Conflict

SSN: [ ] First Name: [ ] DOB: [ ] (MMDDCCYY) Retrieve

FSA ID: NSL.LETST27.FSA logged on as: LETST27 TEST ID from [STANDARD FFEL LENDER](#) / TGZLE27 / LETST27

MAX C STUDENT  
\*\*\*.\*\*.9999 + DOB: 07/02/1970

### Reaffirmation History

Add Reaffirmation

**i** Reaffirmation does not exist for the selected student.

PRIVACY ACT OF 1974 (AS AMENDED)

FOIA | Privacy | Security | Notices | WhiteHouse.gov | USA.gov | ED.gov

**Figure 2-4: Reaffirmation History – with Student**

Another method of accessing Reaffirmation History information is from the Loan History page. If a reaffirmation has been entered, the “R” icon will appear next to the Loan Detail button for the specific loan which has been reaffirmed on the Loan History page. Clicking on the “R” icon will retrieve the Reaffirmation History page for just that loan.

SAMPLE GUARANTY AGENCY - 400

Service: [STANDARD FFEL LENDER SERVICER - 769111](#)

13 SF - FFEL STAFFORD SUB Status: IA as of 06/07/2007 **R** Loan Detail

[NORTH SOUTH UNIVERSITY - 06789900](#)

Guaranteed Amt:	\$4,708	Disbursed Amt:	\$4,708	OPB:	\$4,708	Agg. OPB:	\$4,708
Loan Date:	06/07/2007	Sep. Loan Ind:	A	Loan Period:	09/05/2007 - 05/09/2008		
Last Disb. Date:	01/22/2008	Last Disb. Amt:	\$2,354	Acad. Lv:	4		

GA: [SAMPLE GUARANTY AGENCY - 400](#)

Service: [STANDARD FFEL LENDER SERVICER - 769111](#)

14 SU - FFEL STAFFORD UNSUB Status: IA as of 08/15/2006 Loan Detail

[NORTH SOUTH UNIVERSITY - 06789900](#)

Guaranteed Amt:	\$418	Disbursed Amt:	\$418	OPB:	\$418	Agg. OPB:	\$418
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**Figure 2-5: Loan Level Reaffirmation Icon**

If multiple reaffirmations have been entered, they will display in descending order by Reaffirmation Begin Date for each loan that has been reaffirmed.

There ***must*** be a current relationship between the user's organization and the borrower's loan in NSLDS for the system to allow the reaffirmation to be added, updated or deleted.


## 2.2 Reaffirmation Add from Loan Detail

After determining that a reaffirmation needs to be added, locate the loan on NSLDS which the borrower reaffirmed. This can be done by reviewing all of the loans on the Loan History page and identifying for which is the loan the borrower completed the reaffirmation paperwork. Once the loan is located, click the **Loan Detail** button. On the Loan Detail page, the **Add Reaffirmation** button will be available.




PROUD SPONSOR of  
the AMERICAN MIND™

**National Student Loan Data System (NSLDS)**



**Menu** **Aid** **Enroll** **Org** **Report**




[Loan History](#) | [Overpayment List](#) | [Exit Counseling History](#) | [Student Contact Info](#) | [Reaffirmation History](#) | [Reaffirmation Submittal](#) | [SSN Conflict](#)

SSN:  First Name:  DOB:  (MMDDCCYY) [Retrieve](#)  
 FSA ID: NSL.LETST27.FSA logged on as: LETST27 TEST ID from [STANDARD FFEL LENDER / TGZLE27 / LETST27](#)

MAX C STUDENT

\*\*\*-\*\*-9999 +      DOB: 07/02/1970



Exceeds  
Undergrad  
Sub Limit

### Loan History

? **Aggregate Loan Information**

Loan Type	Outstanding Principal Balance	Pending Disbursements	Total
<b>Undergraduate</b>			Award Year: 2010 ⓘ
Subsidized Loans	\$24,004	\$0	\$24,004
Unsubsidized Loans	\$19,525	\$0	\$19,525
Combined Loans	\$43,529	\$0	\$43,529
Consolidation Loans, Unallocated	\$0		\$0
<b>Graduate</b>			Award Year: 2015 ⓘ
Subsidized Loans	\$0		

Last Disb. Date: 01/22/2008	Sep. Loan Ind: A	Last Disb. Amt: \$1,649	Acad. Lv: 4
GA: <a href="#">SAMPLE GUARANTY AGENCY - 400</a>			
Servicer: <a href="#">STANDARD FFEL LENDER SERVICER - 769111</a>			
<span style="font-weight: bold; color: blue;">13</span> SF - FFEL STAFFORD SUB      Status: <span style="color: blue;">IA</span> as of 06/07/2007		<a href="#">Loan Detail</a>	
Guaranteed Amt: \$4,708	Disbursed Amt: \$4,708	OPB: \$4,708	Agg. OPB: \$4,708
Loan Date: 06/07/2007	Sep. Loan Ind: A	Loan Period: 09/05/2007 - 05/09/2008	
Last Disb. Date: 01/22/2008	Last Disb. Amt: \$2,354	Acad. Lv: 4	
GA: <a href="#">SAMPLE GUARANTY AGENCY - 400</a>			
Servicer: <a href="#">STANDARD FFEL LENDER SERVICER - 769111</a>			
SU - FFEL STAFFORD UNP      Status: <span style="color: blue;">IA</span> as of 08/15/2006			
Last Disb. Amt:			
GA: <a href="#">SAMPLE GUARANTY AGENCY - 400</a>			
Servicer: <a href="#">STANDARD FFEL LENDER SERVICER - 769111</a>			

**Notes:**

ⓘ For the determined award year and academic level displayed, the dependency status is/was Independent.

PRIVACY ACT OF 1974 (AS AMENDED)

**Figure 2-6: Loan History**

On the Loan Detail page, the **Add Reaffirmation** button will be available if the users' organization has a current relationship with the borrower of that particular loan.

**Federal Student Aid** | PROUD SPONSOR of the AMERICAN MIND™ | **National Student Loan Data System (NSLDS)**

NSLDS | Menu | Aid | Enroll | Org | Report

Loan History | Overpayment List | Exit Counseling History | Student Contact Info | Reaffirmation History | Reaffirmation Submittal | SSN Conflict

FSA ID: NSL.LETST27.FSA logged on as: LETST27 TEST ID from STANDARD FFEL LENDER / TGZLE27 / LETST27

Return To Loan History

MAX C STUDENT  
\*\*\*.\*\*-9999 +      DOB: 07/02/1970

**Loan Detail**  
Loan Last Updated: 02/07/2015

**Add Reaffirmation**

**Details for Loan 13**

<b>Loan Type:</b>	SF - FFEL STAFFORD SUB		
<b>Loan Period Start:</b>	09/05/2007	<b>Academic Level:</b>	4
<b>Loan Period End:</b>	05/09/2008	<b>Data Provider Loan ID:</b>	00100999914 746
<b>Sched. Repayment Date:</b>	11/09/2016	<b>Separate Loan Ind:</b>	A
<b>Date of Default for CDR:</b>	N/A	<b>Delinquency Begin Date:</b>	N/A
<b>Last Payment Date:</b>	N/A	<b>Interest Rate:</b>	6.80% FIXED
<b>Borrowed at OPEID:</b>	06789900		
<b>Borrowed at Name:</b>	<a href="#">NORTH SOUTH UNIVERSITY</a>		
<b>NSLDS Label:</b>	*****999900010011 +		

**Figure 2-7: Loan Detail**

To add a reaffirmation, click on the **Reaffirmation Add** button on the Loan Detail page.

The Reaffirmation Add page will be presented and the data can be entered. It is important to remember that at least one of the Exceeded Amount fields (Annual, Aggregate Undergraduate Subsidized, Aggregate Undergraduate Combined, Aggregate Graduate Subsidized, or Aggregate Graduate Combined) must be populated.

Federal Student Aid | PROUD SPONSOR of the AMERICAN MIND™ | National Student Loan Data System (NSLDS)

NSLDS | Menu | Aid | Enroll | Org | Report

Loan History | Overpayment List | Exit Counseling History | Student Contact Info | Reaffirmation History | Reaffirmation Submittal | SSN Conflict

FSA ID: NSL.LETST27.FSA logged on as: LETST27 TEST ID from STANDARD FFEL LENDER / TGZLE27 / LETST27

MAX C STUDENT  
\*\*\*.\*\*.9999 + DOB: 07/02/1970

### Reaffirmation Add

Loan Type: SF - STAFFORD SUBSIDIZED  
Loan Date: 06/07/2007  
OPEID: 06789900  
Indicator of Separate Loan: A  
Award ID:  
1<sup>st</sup> Disbursement Date:  (MMDDCCYY)  
Loan Amount:   
Interest Rate:  .  %  
Reaffirmation Date:  (MMDDCCYY)

**Annual**  
Exceeded Amount:

**Aggregate Undergraduate Subsidized**  
Exceeded Amount:

**Aggregate Undergraduate Combined**  
Exceeded Amount:

**Aggregate Graduate Subsidized**  
Exceeded Amount:

**Aggregate Graduate Combined**  
Exceeded Amount:

Submit Cancel

Figure 2-8: Loan Detail – Reaffirmation Add

Once all of the data has been entered, click **Submit** to have NSLDS check the record for errors. Any identified errors will be returned for review and correction. The error message will display at the top of the screen, and the field name(s) in error will be highlighted for easier viewing.

The screenshot shows the NSLDS (National Student Loan Data System) interface. At the top, there is a header with the Federal Student Aid logo, the text "PROUD SPONSOR of the AMERICAN MIND™", and the NSLDS logo. Below the header is a navigation menu with buttons for "Menu", "Aid", "Enroll", "Org", and "Report". A purple banner contains links for "Loan History", "Overpayment List", "Exit Counseling History", "Student Contact Info", "Reaffirmation History", "Reaffirmation Submittal", and "SSN Conflict". Below the banner, it says "FSA ID: NSL.LETST27.FSA logged on as: LETST27 TEST ID from STANDARD FFEL LENDER / TGZLE27 / LETST27".

The main content area shows a user profile for "MAX C STUDENT" with a masked ID "\*\*\*.\*\*-9999" and a date of birth "DOB: 07/02/1970". Below this is the "Reaffirmation Add" section. A red warning icon is followed by the message: "Please enter an Interest Rate percentage from 00.001 to 99.999 with no spaces." The form fields are as follows:

- Loan Type: SF - STAFFORD SUBSIDIZED
- Loan Date: 06/07/2007 (MMDDCCYY)
- OPEID: 06789900 (with an "Org Search" button)
- Indicator of Separate Loan: A
- Award ID: [empty field]
- 1<sup>st</sup> Disbursement Date: 09102007 (MMDDCCYY)
- Loan Amount: 4708
- Interest Rate: [empty field] . [empty field] % (highlighted in red)
- Reaffirmation Date: [empty field] (MMDDCCYY)

Below the form fields are sections for "Exceeded Amount" for various loan categories:

- Annual: Exceeded Amount: [empty field]
- Aggregate Undergraduate Subsidized: Exceeded Amount: [empty field]
- Aggregate Undergraduate Combined: Exceeded Amount: [empty field]
- Aggregate Graduate Subsidized: Exceeded Amount: [empty field]
- Aggregate Graduate Combined: Exceeded Amount: [empty field]

At the bottom of the form are "Submit" and "Cancel" buttons.

Figure 2-9: Loan Detail – Reaffirmation Add Error #1

Errors are identified one at a time. If more than one error exists in the record, the second error message and highlighted field will appear after the record is submitted.

**Federal Student Aid** | PROUD SPONSOR of the AMERICAN MIND™ | **National Student Loan Data System (NSLDS)**

NSLDS | Menu | Aid | Enroll | Org | Report

Loan History | Overpayment List | Exit Counseling History | Student Contact Info | Reaffirmation History | Reaffirmation Submittal | SSN Conflict

FSA ID: NSL.LETST27.FSA logged on as: LETST27 TEST ID from STANDARD FEEL LENDER / TGZLE27 / LETST27

MAX C STUDENT  
\*\*\*.\*\*.9999 + | DOB: 07/02/1970

**Reaffirmation Add**

Please enter at least one of the Exceeded Amounts.

Loan Type: SF - STAFFORD SUBSIDIZED  
Loan Date: 06/07/2007  
OPEID: 06789900  
Indicator of Separate Loan: A  
Award ID:  
1<sup>st</sup> Disbursement Date: 09102007 (MMDDCCYY)  
Loan Amount: 4708  
Interest Rate: 6 . 8 %  
Reaffirmation Date: 03022015 (MMDDCCYY)

Annual  
Exceeded Amount:

Aggregate Undergraduate Subsidized  
Exceeded Amount:

Aggregate Undergraduate Combined  
Exceeded Amount:

Aggregate Graduate Subsidized  
Exceeded Amount:

Aggregate Graduate Combined  
Exceeded Amount:

Submit | Cancel

**Figure 2-10: Loan Detail – Reaffirmation Add Error #2**

If no errors are identified when the record is submitted, the Reaffirmation Add Confirmation page will be presented. After verifying the data to be accurate and ready for submission, click the **Confirm** button to save the data to NSLDS. If during review, an inaccuracy in the data is identified, click **Cancel** to be returned to the Reaffirmation Add page where the data can be modified and resubmitted.

Federal Student Aid | PROUD SPONSOR of the AMERICAN MIND™ | National Student Loan Data System (NSLDS)

NSLDS | Menu | Aid | Enroll | Org | Report

Loan History | Overpayment List | Exit Counseling History | Student Contact Info | Reaffirmation History | Reaffirmation Submittal | SSN Conflict

FSA ID: NSL.LETST27.FSA logged on as: LETST27 TEST ID from STANDARD FEEL LENDER / TGZLE27 / LETST27

MAX C STUDENT  
\*\*\*.\*\*.9999 + | DOB: 07/02/1970

### Reaffirmation Add

Loan Type: SF - STAFFORD SUBSIDIZED  
Loan Date: 06/07/2007  
OPEID: 06789900  
Indicator of Separate Loan: A  
Award ID:  
1<sup>st</sup> Disbursement Date: 09102007  
Loan Amount: 4708  
Interest Rate: 6.8%  
Reaffirmation Date: 03022015

Annual  
Exceeded Amount:

Aggregate Undergraduate Subsidized  
Exceeded Amount: 1000

Aggregate Undergraduate Combined  
Exceeded Amount:

Aggregate Graduate Subsidized  
Exceeded Amount:

Aggregate Graduate Combined  
Exceeded Amount:

**Figure 2-11: Loan Detail – Reaffirmation Add Confirmation**



# Reaffirmation User Guide

Once the reaffirmation data has been submitted successfully, the data will appear on the Reaffirmation History page with a message indicating that it was added successfully.

**Federal Student Aid** | PROUD SPONSOR of the AMERICAN MIND™ | **National Student Loan Data System (NSLDS)**

NSLDS | Menu | Aid | Enroll | Org | Report

Loan History | Overpayment List | Exit Counseling History | Student Contact Info | **Reaffirmation History** | Reaffirmation Submittal | SSN Conflict

SSN: [ ] First Name: [ ] DOB: [ ] (MMDDCCYY) Retrieve

FSA ID: NSL.LETST27.FSA logged on as: LETST27 TEST ID from STANDARD FEEL LENDER / TGZLE27 / LETST27

MAX C STUDENT  
\*\*\*-\*\*-9999 + DOB: 07/02/1970

**Reaffirmation History**

**i** Reaffirmation successfully added.

Update Delete

Loan Type: SF - STAFFORD SUBSIDIZED		Loan Date: 06/07/2007		OPEID: 06789900		Ind Sep: A					
Award ID: ***** +											
Reaffirmation Date	Begin Date	End Date	1 <sup>st</sup> Disb. Date	Loan Amount	Interest Rate	Annual Exceed Amt	Agg. Undergrad Sub Exceed Amt	Agg. Undergrad Comb Exceed Amt	Agg. Grad Sub Exceed Amt	Agg. Grad Comb Exceed Amt	Source
03/02/2015	03/16/2015		09/10/2007	\$4,708	6.80%		\$1,000				869111

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**Figure 2-12: Reaffirmation History**

## 2.3 Reaffirmation Add from Reaffirmation History

Another way a reaffirmation can be added to NSLDS is directly through the Reaffirmation History page. By clicking directly on the Reaffirmation History link found under the Aid Tab, the Reaffirmation History screen will be displayed. The student search can be conducted directly on this page, or if the student search was conducted on another page, the student data will appear on this page.

The screenshot shows the NSLDS (National Student Loan Data System) interface. At the top, it features the Federal Student Aid logo and the text 'PROUD SPONSOR of the AMERICAN MIND™'. To the right, it says 'National Student Loan Data System (NSLDS)'. Below this is a navigation bar with buttons for 'Menu', 'Aid', 'Enroll', 'Org', and 'Report'. A secondary navigation bar contains links for 'Loan History', 'Overpayment List', 'Exit Counseling History', 'Student Contact Info', 'Reaffirmation History', 'Reaffirmation Submittal', and 'SSN Conflict'. The main search area includes input fields for 'SSN:', 'First Name:', and 'DOB:' (with a '(MMDDCCYY)' format hint), and a 'Retrieve' button. Below the search fields, it displays 'FSA ID: NSL.LETST27.FSA logged on as: LETST27 TEST ID from STANDARD FFEL LENDER / TGZLE27 / LETST27'. A student profile box shows 'MAX C STUDENT' with a masked SSN '\*\*\*-\*\*-9999 +' and 'DOB: 07/02/1970'. Underneath, the 'Reaffirmation History' section contains an 'Add Reaffirmation' button. A message with an information icon states 'Reaffirmation does not exist for the selected student.' At the bottom, a purple bar contains the text 'PRIVACY ACT OF 1974 (AS AMENDED)'. The footer includes links for 'FOIA | Privacy | Security | Notices' and 'WhiteHouse.gov | USA.gov | ED.gov'.

**Figure 2-13: Reaffirmation History – Student Search**

Once the student appears on the Reaffirmation History page, clicking the **Add Reaffirmation** button will take the user to the Add Reaffirmation page, populated with the student identifiers at the top of the page.

Before a reaffirmation can be applied to NSLDS, the specific loan that was reaffirmed must be located. This is done by entering a unique set of information that belongs to one and only one loan on NSLDS. This set of information is known as the loan identifiers.

NSLDS loan identifiers are a set of information used to define a unique loan, and are not repeated for any other loan on NSLDS. The loan identifiers are the following fields:

- Loan Type
- Loan Date
- OPEID

- Indicator of Separate Loan
- Award ID (available to Federal Loan Servicers Only)

The NSLDS loan identifiers must be entered on the Add Reaffirmation page in order for the system to locate the correct loan.

The screenshot shows the NSLDS (National Student Loan Data System) interface. At the top, it displays the Federal Student Aid logo and the NSLDS logo. The page title is "National Student Loan Data System (NSLDS)". Below the header, there is a navigation menu with buttons for "Menu", "Aid", "Enroll", "Org", and "Report". A status bar indicates the user is logged in as "LETST27 TEST ID" from "STANDARD FFEL LENDER / TGZLE27 / LETST27". The user's name "MAX C STUDENT" and date of birth "DOB: 07/02/1970" are displayed. The main section is titled "Reaffirmation Add" and contains a form with the following fields: "Loan Type" (a dropdown menu set to "- Select -"), "Loan Date" (a text input field with a "(MMDDCCYY)" format hint), "OPEID" (a text input field with an "Org Search" button), "Indicator of Separate Loan" (a checkbox), "Award ID" (a text input field), and "1<sup>st</sup> Disbursement Date" (a text input field with a "(MMDDCCYY)" format hint). A red box highlights the "Loan Type", "Loan Date", "OPEID", "Indicator of Separate Loan", "Award ID", and "1<sup>st</sup> Disbursement Date" fields.

**Figure 2-14: Add Reaffirmation – Loan Identifiers**

The loan identifiers entered must exactly match those found on NSLDS at the time the reaffirmation is being applied.

Because loan identifiers are edited for errors as a group, all fields should be reviewed for accuracy. As with other NSLDS Professional Access Web site pages, the Reaffirmation Add page will present the user with a message if a loan identifier match for a borrower is not found. In the example below, the Indicator of Separate Loan is missing and is causing the message, "No loan was found" to be displayed.

Award ID field is only available to Federal Loan Servicers as a loan identifier. Other providers must use all other loan identifier fields.

Federal Student Aid | PROUD SPONSOR of the AMERICAN MIND™ | National Student Loan Data System (NSLDS)  
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Menu | Aid | Enroll | Org | Report

Loan History | Overpayment List | Exit Counseling History | Student Contact Info | Reaffirmation History | Reaffirmation Submittal | SSN Conflict

FSA ID: NSL.LETST27.FSA logged on as: LETST27 TEST ID from STANDARD FFEL LENDER / TGZLE27 / LETST27

MAX C STUDENT  
\*\*\*.\*\*.9999 + | DOB: 07/02/1970

**Reaffirmation Add**

No loan was found. Please enter valid loan identifier(s).

Loan Type: SF - STAFFORD SUBSIDIZED  
Loan Date: 06/07/2007 (MMDDCCYY)  
OPEID: 06789900 | Org Search  
Indicator of Separate Loan:   
Award ID:   
1<sup>st</sup> Disbursement Date: 09102007 (MMDDCCYY)  
Loan Amount: 4708  
Interest Rate: 6 . 8 %  
Reaffirmation Date: 06/07/2007 (MMDDCCYY)

**Figure 2-15: Add Reaffirmation – Identifier Error**

Once the identifiers have been entered accurately, and a loan has been identified, the user may enter the remainder of the reaffirmation data beginning with 1<sup>st</sup> Disbursement Date. It is important to remember that at least one of the Exceeded Amount fields (Annual, Aggregate Undergraduate Subsidized, Aggregate Undergraduate Combined, Aggregate Graduate Subsidized, or Aggregate Graduate Combined) must be populated with a value greater than zero.

Once all of the data has been entered, click **Submit** to have NSLDS check the record for errors. Any identified errors will be returned for review and correction. The error message will display at the top of the screen, and the field name(s) in error will be highlighted for easier viewing.

The screenshot shows the NSLDS (National Student Loan Data System) interface. At the top, there are logos for Federal Student Aid and NSLDS, along with the text 'PROUD SPONSOR of the AMERICAN MIND™'. A navigation menu includes 'Menu', 'Aid', 'Enroll', 'Org', and 'Report'. Below the menu, there are links for 'Loan History', 'Overpayment List', 'Exit Counseling History', 'Student Contact Info', 'Reaffirmation History', 'Reaffirmation Submittal', and 'SSN Conflict'. The user is logged in as 'LETST27 TEST ID from STANDARD FFEL LENDER / TGZLE27 / LETST27'. The user's name is 'MAX C STUDENT' and their DOB is '07/02/1970'. The main heading is 'Reaffirmation Add'. A red error message with an exclamation mark icon states: 'Please enter an Interest Rate percentage from 00.001 to 99.999 with no spaces.' The form fields are as follows: Loan Type: SF - STAFFORD SUBSIDIZED; Loan Date: 06/07/2007; OPEID: 06789900; Indicator of Separate Loan: A; Award ID: [empty]; 1st Disbursement Date: 09102007; Loan Amount: 4708; Interest Rate: [empty] . [empty] %; Reaffirmation Date: [empty]. Below the form, there are sections for 'Annual', 'Aggregate Undergraduate Subsidized', 'Aggregate Undergraduate Combined', 'Aggregate Graduate Subsidized', and 'Aggregate Graduate Combined', each with an 'Exceeded Amount' field. At the bottom of the form are 'Submit' and 'Cancel' buttons.

Figure 2-16: Reaffirmation History – Reaffirmation Add Error

Errors are identified one at a time. If more than one error exists in the record, the second error message and highlighted field will appear after the record is submitted.

## 2.4 Reaffirmation Update

In the event that reaffirmation information already supplied to NSLDS needs to be changed, the Reaffirmation Update page can be used to accomplish this. The Reaffirmation Update page can be accessed from the Reaffirmation History page. As previously discussed, the Reaffirmation History page shows all of the reaffirmations for a borrower. In order to update a reaffirmation, click the **Update** button which appears above the appropriate reaffirmation record.

The screenshot shows the NSLDS interface. At the top, there are logos for Federal Student Aid and the National Student Loan Data System (NSLDS). Below the logos are navigation tabs: Menu, Aid, Enroll, Org, Report. A search bar contains fields for SSN, First Name, and DOB, with a 'Retrieve' button. Below the search bar, it says 'FSA ID: NSL.LETST27.FSA logged on as: LETST27 TEST ID from STANDARD FEEL LENDER / TGZLE27 / LETST27'. A box displays 'MAX C STUDENT' with a masked SSN and DOB: 07/02/1970.

The main section is titled 'Reaffirmation History'. It contains two buttons: 'Add Reaffirmation' and 'Update' (circled in red), and a 'Delete' button.

Below the buttons is a table of loan records. The first record is for a loan dated 06/07/2007. The second record is for a loan dated 05/30/2006. Both records have an 'Update' button below them.

Reaffirmation Date	Begin Date	End Date	1 <sup>st</sup> Disb. Date	Loan Amount	Interest Rate	Annual Exceed Amt	Agg. Undergrad Sub Exceed Amt	Agg. Undergrad Comb Exceed Amt	Agg. Grad Sub Exceed Amt	Agg. Grad Comb Exceed Amt	Source
03/02/2015	03/18/2015		09/10/2007	\$4,708	6.80%		\$1,000				869111
03/15/2015	03/27/2015		05/30/2006	\$5,500	6.80%			\$1,000			869111

At the bottom of the page, there is a 'PRIVACY ACT OF 1974 (AS AMENDED)' notice and a footer with links for FOIA, Privacy, Security, Notices, WhiteHouse.gov, USA.gov, and ED.gov.

Figure 2-17: Reaffirmation History - Update

The Reaffirmation Update page will display showing the fields available for update. Update the information as necessary and click **Submit**. It is important to remember that at least one of the Exceeded Amount fields (Annual, Aggregate Undergraduate Subsidized, Aggregate Undergraduate Combined, Aggregate Graduate Subsidized, or Aggregate Graduate Combined) must be populated with a value greater than zero. Click **Submit** to update the record on NSLDS, or click **Cancel** to return to the Reaffirmation History page.

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**NSLDS** | **Menu** | **Aid** | **Enroll** | **Org** | **Report** | ? | X

[Loan History](#) | [Overpayment List](#) | [Exit Counseling History](#) | [Student Contact Info](#) | [Reaffirmation History](#) | [Reaffirmation Submittal](#) | [SSN Conflict](#)

FSA ID: NSL.LETST27.FSA logged on as: LETST27 TEST ID from [STANDARD FFEL LENDER](#) / TGZLE27 / LETST27

**MAX C STUDENT**  
\*\*\*.\*\*.9999 + | DOB: 07/02/1970

**Reaffirmation Update**

Loan Type: SF - STAFFORD SUBSIDIZED  
Loan Date: 06/07/2007  
OPEID: 06789900  
Indicator of Separate Loan: A  
Award ID:  
1<sup>st</sup> Disbursement Date: 09/10/2007 (MMDDCCYY)  
Loan Amount: 4708  
Interest Rate: 6 . 8 %  
Reaffirmation Date: 03/02/2015 (MMDDCCYY)

Annual  
Exceeded Amount: 1000

Aggregate Undergraduate Subsidized  
Exceeded Amount: 1000

Aggregate Undergraduate Combined  
Exceeded Amount: 0

Aggregate Graduate Subsidized  
Exceeded Amount: 0

Aggregate Graduate Combined  
Exceeded Amount: 0

**Submit** | **Cancel**

**PRIVACY ACT OF 1974 (AS AMENDED)**

FOIA | Privacy | Security | Notices | WhiteHouse.gov | USA.gov | ED.gov

**Figure 2-18: Reaffirmation Update**

After the data has been submitted, a Confirmation page is presented so that the data can be reviewed for accuracy. If all of the data is accurate, click **Confirm** to submit it to NSLDS. If the data requires a change, or no longer needs updating, click **Cancel** to be returned to the Reaffirmation History page.

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**NSLDS** | **Menu** | **Aid** | **Enroll** | **Org** | **Report** | ? | X

[Loan History](#) | [Overpayment List](#) | [Exit Counseling History](#) | [Student Contact Info](#) | [Reaffirmation History](#) | [Reaffirmation Submittal](#) | [SSN Conflict](#)

FSA ID: NSL.LETST27.FSA logged on as: LETST27 TEST ID from [STANDARD FFEL LENDER](#) / TGZLE27 / LETST27

**MAX C STUDENT**  
\*\*\*.\*\*.9999 + | DOB: 07/02/1970

### Reaffirmation Update

Loan Type: SF - STAFFORD SUBSIDIZED
Loan Date: 06/07/2007
OPEID: 06789900
Indicator of Separate Loan: A
Award ID:
1 <sup>st</sup> Disbursement Date: 09/10/2007
Loan Amount: 4708
Interest Rate: 6.8%
Reaffirmation Date: 03/02/2015
<b>Annual</b>
Exceeded Amount: 1000
<b>Aggregate Undergraduate Subsidized</b>
Exceeded Amount: 1000
<b>Aggregate Undergraduate Combined</b>
Exceeded Amount: 0
<b>Aggregate Graduate Subsidized</b>
Exceeded Amount: 0
<b>Aggregate Graduate Combined</b>
Exceeded Amount: 0

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**Figure 2-19: Reaffirmation Update - Confirm**



# Reaffirmation User Guide

Once the data has been submitted successfully, an additional row of information regarding reaffirmations for that loan will be applied to NSLDS, and a message indicating the successful update will be displayed. An end date will be applied to the initial row, causing it to be deactivated, and the new row will become the current record.

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NSLDS | Menu | Aid | Enroll | Org | Report | ? | X

Loan History | Overpayment List | Exit Counseling History | Student Contact Info | **Reaffirmation History** | Reaffirmation Submittal | SSN Conflict

SSN: [ ] First Name: [ ] DOB: [ ] (MMDDCCYY) Retrieve

FSA ID: NSL.LETST27.FSA logged on as: LETST27 TEST ID from STANDARD FFEL LENDER / TGZLE27 / LETST27

**MAX C STUDENT**  
 \*\*\*.\*\*.9999 + DOB: 07/02/1970

**Reaffirmation History**  
 Reaffirmation successfully updated.

Add Reaffirmation  
 Update Delete

Loan Type: SF - STAFFORD SUBSIDIZED		Loan Date: 06/07/2007		OPEID: 06789900		Ind Sep: A					
Award ID: ***** +											
Reaffirmation Date	Begin Date	End Date	1 <sup>st</sup> Disb. Date	Loan Amount	Interest Rate	Annual Exceed Amt	Agg. Undergrad Sub Exceed Amt	Agg. Undergrad Comb Exceed Amt	Agg. Grad Sub Exceed Amt	Agg. Grad Comb Exceed Amt	Source
03/02/2015	03/27/2015		09/10/2007	\$4,708	6.80%	\$1,000	\$1,000				869111
03/02/2015	03/18/2015	03/26/2015	09/10/2007	\$4,708	6.80%		\$1,000				869111

Update Delete

Loan Type: SF - STAFFORD SUBSIDIZED		Loan Date: 05/30/2006		OPEID: 06789900		Ind Sep: A					
Award ID: ***** +											
Reaffirmation Date	Begin Date	End Date	1 <sup>st</sup> Disb. Date	Loan Amount	Interest Rate	Annual Exceed Amt	Agg. Undergrad Sub Exceed Amt	Agg. Undergrad Comb Exceed Amt	Agg. Grad Sub Exceed Amt	Agg. Grad Comb Exceed Amt	Source
03/15/2015	03/27/2015		05/30/2006	\$5,500	6.80%			\$1,000			869111

PRIVACY ACT OF 1974 (AS AMENDED)

FOIA | Privacy | Security | Notices | WhiteHouse.gov | USA.gov | ED.gov

**Figure 2-20: Reaffirmation Update – Successful Update**

## 2.5 Reaffirmation Delete

There may come a time when a reaffirmation, which has been added to NSLDS, needs to be deleted; perhaps it was added to the wrong loan, or added in error. The deletion of the reaffirmation information can be accomplished from the Reaffirmation History page. In order to delete a reaffirmation, click the **Delete** button which appears above the appropriate reaffirmation record. The Reaffirmation Delete page will display all of the data associated with the reaffirmation which will be deleted. After reviewing the information, select **Confirm** to delete the record. A **Cancel** button will also be available, should the selection have been made in error.

Federal Student Aid | PROUD SPONSOR of the AMERICAN MIND™ | National Student Loan Data System (NSLDS)

NSLDS | Menu | Aid | Enroll | Org | Report

Loan History | Overpayment List | Exit Counseling History | Student Contact Info | Reaffirmation History | Reaffirmation Submittal | SSN Conflict

FSA ID: NSL.LETST27.FSA logged on as: LETST27 TEST ID from STANDARD FEEL LENDER / TGZLE27 / LETST27

MAX C STUDENT  
\*\*\*-\*\*-9999 + | DOB: 07/02/1970

### Reaffirmation Delete

Loan Type: SF - STAFFORD SUBSIDIZED Loan Date: 05/30/2006 OPEID: 06789900 Indicator of Separate Loan: A Award ID: 1 <sup>st</sup> Disbursement Date: 05/30/2006 Loan Amount: \$5,500 Interest Rate: 6.8% Reaffirmation Date: 03/15/2015
<b>Annual</b> Exceeded Amount:
<b>Aggregate Undergraduate Subsidized</b> Exceeded Amount:
<b>Aggregate Undergraduate Combined</b> Exceeded Amount: \$1,000
<b>Aggregate Graduate Subsidized</b> Exceeded Amount:
<b>Aggregate Graduate Combined</b> Exceeded Amount:

PRIVACY ACT OF 1974 (AS AMENDED)

FOIA | Privacy | Security | Notices | WhiteHouse.gov | USA.gov | ED.gov

Figure 2-21: Reaffirmation Delete – Confirm

Once the data has been successfully deleted, a message indicating the successful deletion will be displayed. An end date will be applied to the deleted reaffirmation, causing it to be deactivated. A deletion will end the active reaffirmation for that particular loan.

**Federal Student Aid** | PROUD SPONSOR of the AMERICAN MIND™ | **National Student Loan Data System (NSLDS)**

NSLDS | Menu | Aid | Enroll | Org | Report

Loan History | Overpayment List | Exit Counseling History | Student Contact Info | **Reaffirmation History** | Reaffirmation Submittal | SSN Conflict

SSN: [ ] First Name: [ ] DOB: [ ] (MMDDCCYY) Retrieve

FSA ID: NSL.LETST27.FSA logged on as: LETST27 TEST ID from STANDARD FEEL LENDER / TGZLE27 / LETST27

MAX C STUDENT  
\*\*\*.\*\*-9999 + DOB: 07/02/1970

**Reaffirmation History**

Reaffirmation successfully deleted.

Add Reaffirmation

Update Delete

Loan Type: SF - STAFFORD SUBSIDIZED Loan Date: 06/07/2007 OPEID: 06789900 Ind Sep: A												
Award ID: ***** +												
Reaffirmation Date	Begin Date	End Date	1st Disb. Date	Loan Amount	Interest Rate	Annual Exceed Amt	Agg. Undergrad Sub Exceed Amt	Agg. Undergrad Comb Exceed Amt	Agg. Grad Sub Exceed Amt	Agg. Grad Comb Exceed Amt	Source	
03/02/2015	03/27/2015		09/10/2007	\$4,708	6.80%	\$1,000	\$1,000				869111	
03/02/2015	03/18/2015	03/26/2015	09/10/2007	\$4,708	6.80%		\$1,000				869111	

Loan Type: SF - STAFFORD SUBSIDIZED Loan Date: 05/30/2006 OPEID: 06789900 Ind Sep: A												
Award ID: ***** +												
Reaffirmation Date	Begin Date	End Date	1st Disb. Date	Loan Amount	Interest Rate	Annual Exceed Amt	Agg. Undergrad Sub Exceed Amt	Agg. Undergrad Comb Exceed Amt	Agg. Grad Sub Exceed Amt	Agg. Grad Comb Exceed Amt	Source	
03/15/2015	03/27/2015	03/27/2015	05/30/2006	\$5,500	6.80%			\$1,000			869111	

PRIVACY ACT OF 1974 (AS AMENDED)

**Figure 2-22: Reaffirmation Delete – Successful Deletion**

## 2.6 Reaffirmation Icon

NSLDS will display the Reaffirmation Informational Icon at the top of the Loan History page, if an active Reaffirmation is available for a borrower. This indicates that at least one active Reaffirmation has been entered into NSLDS for this student. If a student has a single

loan reaffirmed, and that reaffirmation has been deleted, or is no longer active, the icon will no longer appear.

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**National Student Loan Data System (NSLDS)**

Menu | Aid | Enroll | Org | Report

Loan History | Overpayment List | Exit Counseling History | Student Contact Info | Reaffirmation History | Reaffirmation Submittal | SSN Conflict

SSN: [ ] First Name: [ ] DOB: [ ] (MMDDCCYY) Retrieve

FSA ID: NSL.LETST27.FSA logged on as: LETST27 TEST ID from STANDARD FEEL LENDER / TGZLE27 / LETST27

MAX C STUDENT  
 \*\*\*.\*\*.9999 + DOB: 07/02/1970

**Reaffirmation(s)** (circled in red)

**Loan History**

? **Aggregate Loan Information**

Loan Type	Outstanding Principal Balance	Pending Disbursements	Total
<b>Undergraduate</b>			Award Year: 2010 ⓘ
Subsidized Loans	\$24,004	\$0	\$24,004
Unsubsidized Loans	\$19,525	\$0	\$19,525
Combined Loans	\$43,529	\$0	\$43,529
Consolidation Loans, Unallocated	\$0		\$0
<b>Graduate</b>			Award Year: ⓘ

**Figure 2-23: Loan History - Reaffirmation Icon**

The Reaffirmation Informational icon is visible to all users of NSLDS, regardless of affiliation to the student.

## **3 Reaffirmation Spreadsheet Submittal**

The Reaffirmation Spreadsheet Submittal process was created to assist loan servicers in submitting and updating multiple reaffirmation records on the NSLDS Professional Access Web site. This process will allow for the creation of a spreadsheet containing reaffirmation data that can be linked to existing loans on NSLDS.

These instructions have been created to assist you with the creation of the spreadsheet and usage of the online tool.

### **3.1 Reaffirmation Spreadsheet Submittal Basics**

#### **3.1.1 Process Overview**

The Reaffirmation Spreadsheet Submittal is accomplished when a user creates a spreadsheet by populating the Reaffirmation data and uses the instructions found in this guide. The spreadsheet is created using the file layout in Appendix A. It can be created wholly by the user, utilizing the instructions below, or the template can be used. The Reaffirmation Spreadsheet Submittal Format template is available on [Federal Student Aid Download](#) (FSAdownload) to assist with ensuring the data in the spreadsheet is correctly filled out for submission. The template is pre-populated with the field names and is named correctly for immediate usage. The user only needs to supply the reaffirmation data. The following sections describe the creation and usage processes in detail.

#### **3.1.2 Spreadsheet Creation**

The spreadsheet has a file size limit of 1,000 KB (approximately 1 MB). Any file size over this limit will cause the spreadsheet to be rejected. File size varies depending on the version of software used.

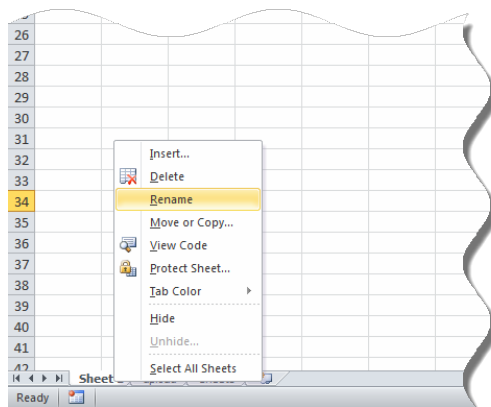
The spreadsheet can be created with the first row containing the field names found in Appendix A, Index 1 of this document, or without the field names. Each method will be described in the following sub-sections. NSLDS does not have a preferred method. The decision whether or not to include this row is done at the discretion of the user. When creating the spreadsheet, the Submittal Spreadsheet File layout found in Appendix A of this document must be used as a reference.

It is imperative that the user created spreadsheet be saved in a secure manner. It is recommended that the spreadsheet have a unique name so that it can be easily identified during the upload process. Please ensure that when saving the file it is saved as a spreadsheet file in a format with an extension of xls orxlsx (Excel™ format). Any other extensions will cause the entire file to be rejected.

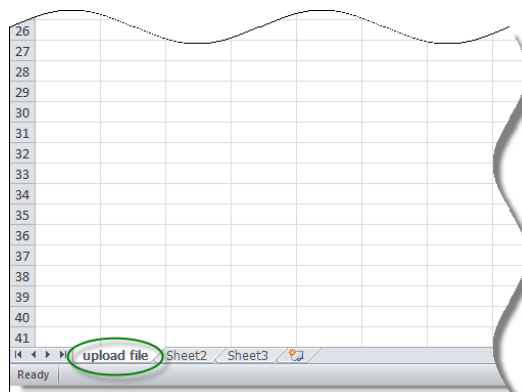
### 3.1.3 Rename Worksheet

The first step in creating the spreadsheet is to rename the spreadsheet worksheet that will be utilized for data entry and subsequent data upload. The name of this worksheet should be changed to be **“upload file”**. To rename the worksheet:

- Right click on the worksheet tab name
- Select Rename
- When the current name of the tab is highlighted, type **upload file**
- Click out of the tab and the name will be stored



**Figure 3-1: Rename Worksheet**



**Figure 3-2: Renamed Worksheet**

NSLDS will look for a worksheet with the name *upload file*. If the worksheet has any other name, NSLDS will attempt to load the data found in the first tab, or Sheet 1, of the spreadsheet. If Sheet 1 is empty, the user will receive the message "Spreadsheet has no data". So it is suggested that the worksheet be renamed. Also, NSLDS will only process one worksheet per spreadsheet. Any other worksheets will be ignored if they are present in the file, as will any records they may contain.

### 3.1.4 Spreadsheet with Field Names

When creating the spreadsheet with field names, the names of the fields appearing in the Spreadsheet Submittal File, as listed in Appendix A, Index 1 of this document can be created by the user by typing them into a spreadsheet. The names of the fields must precisely match those presented in the Appendix A and each name must be contained within an individual column. The names of the fields will appear in Row One, beginning in column A with "Student Current Social Security Number" and ending in column R with "Aggregate Graduate Combined Exceeded Amount".

The submittal detail record data is to be completed a single row at a time beneath Row One of the spreadsheet, with the first student record appearing in Row Two.

	A	B	C	D	E	F	G	H
1	Student Current Social Security Number	Student Date of Birth	Student Current Last Name	Student Current First Name	Award ID	Loan Type	Loan Date	OPEID
2	000663992	19700702	Student	Max		SF	20070607	067899
3	999001234	18850101	Parent	Cindy	999888777S10G02340000	D1	20100207	06789900
4	966006789	19870405	Town	Ben		SF	20050101	067899
5		19601010	Plan				20051206	067899

**Figure 3-3: Spreadsheet Creation with Field Names**

Fields identified as optional do not require the data to be populated. However, the field names must still appear in Row One of the spreadsheet, even if the data is not being supplied.

G	H	I	J	K	L	M	N	O	P
Loan ID	OPEID	Indicator of Separate Loan	First Disbursement Date	Loan Amount	Interest Rate	Reaffirmation Date	Annual Exceeded Amount	Aggregate Undergraduate Subsidized Exceeded Amount	Aggregate Undergraduate Combined Exceeded Amount
100921	06789900	A	20100601	1000	650	10012014	300		
20100207	06789900	B	20100207	2000	850	11012014			800
20050101	06789900	B	20050101	1600	600	12012014			
20090929	06789900	A	20090929	2000	680	10152014			

**Figure 3-4: Spreadsheet Creation with Field Names and Empty Optional Fields**

### 3.1.5 Spreadsheet without Field Names

When creating the spreadsheet without field names Row One of the spreadsheet will contain the first submittal Detail Record, beginning in column A and ending in column R. The student detail record data is to be completed a single row at a time beginning in Row One of the spreadsheet, with the second student record appearing in Row Two.

	A	B	C	D	E	F	G	H
1	000663992	19800105	Mandy	Anderson		SU	20100921	06789900
2	999000888	19850101	Win	Ferrari	999000888S10G02610000	D1	20100207	06789900
3	966000897	19870405	Speed	Racecar		SF	20050101	06789900
4	000000011	19830115	Plan	Ahead	000000001U10G02616001	D2	20090929	06789900

**Figure 3-5: Spreadsheet Creation without Field Names**

Fields identified as optional do not need to have data provided. However, the column must still be reserved (left blank) in Row One of the spreadsheet, even if the data is not being supplied.

G	H	I	J	K	L	M	N	O	P
Loan ID	OPEID	Indicator of Separate Loan	First Disbursement Date	Loan Amount	Interest Rate	Reaffirmation Date	Annual Exceeded Amount	Aggregate Undergraduate Subsidized Exceeded Amount	Aggregate Undergraduate Combined Exceeded Amount
100921	06789900	A	20100601	1000	650	10012014	300		
20100207	06789900	B	20100207	2000	850	11012014			800
20050101	06789900	B	20050101	1600	600	12012014			
20090929	06789900	A	20090929	2000	680	10152014			

**Figure 3-6: Spreadsheet Creation without Field Names and Empty Optional Fields**



### **3.1.6 Data Entry**

The spreadsheet can be populated with data by typing the data in manually, cutting and pasting the data into the spreadsheet from another source, or importing the data into the spreadsheet from another data source or toolset. Spreadsheets assume that all numbers typed into them are going to be used for math purposes. Therefore, it automatically removes any zero which precedes a number. In other words, it strips out leading zeros.

Spreadsheet upload was created with various types of formatting issues in mind. While some fields have specific formatting requirements, others do not. Please refer to Appendix A of this document for the formatting of specific fields, and their treatment in the spreadsheet processing.

## 3.2 NSLDS Professional Access File Upload

### 3.2.1 Reaffirmation Submittal Page

The Reaffirmation Submittal page is found on the menu under the Aid tab. This page is used to submit a file via the NSLDS Professional Access Web site.

The actual file upload process starts by selecting the completed spreadsheet file stored in a secure manner on the local hard drive of the user's computer, or stored in a secure manner on an external medium, such as a flash drive or network. The Reaffirmation Submittal page allows the user to click on the **Browse** button, and then use the Browse function to search for a file, and upload it from the location where it is stored. Once the file is located, the user needs to make some decisions regarding the presentation of any errors which the system may return.

The screenshot shows the top navigation bar with the Federal Student Aid logo, the text 'PROUD SPONSOR of the AMERICAN MIND™', and the National Student Loan Data System (NSLDS) logo. Below this is a menu with buttons for 'Menu', 'Aid', 'Enroll', 'Org', and 'Report'. A secondary navigation bar contains links for 'Loan History', 'Overpayment List', 'Exit Counseling History', 'Student Contact Info', 'Reaffirmation History', 'Reaffirmation Submittal', and 'SSN Conflict'. A status bar indicates the user is logged in as 'LETST27 TEST ID' from 'STANDARD FFEL LENDER'.

The main content area features a box with the following information:  
Name: STANDARD FFEL LENDER  
Code: 869111      Type: Lender  
Address: 123 MAIN STREET  
          ANYWHERE, VA 12345

Below this box are fields for 'Tax Exempt Eligible:', 'Not-For-Profit:', 'Trustee:', and 'Third Party Service:'.

An information icon (i) is followed by the instruction: 'Enter the location and file name and submit for processing.'

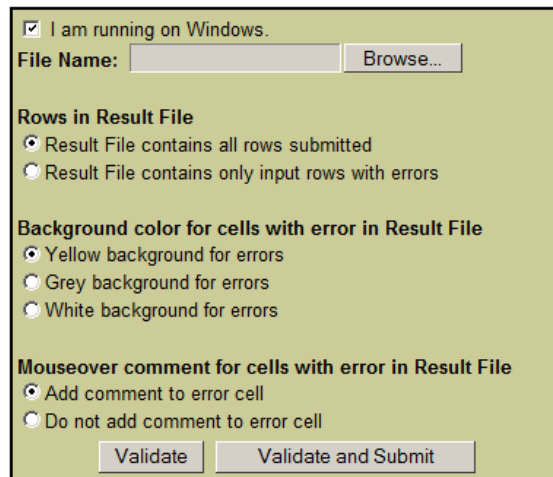
The section is titled 'Reaffirmation Submittal' and contains a form with the following elements:  
- A checked checkbox: 'I am running on Windows.'  
- A 'File Name:' field with a 'Browse...' button.  
- 'Rows in Result File' section with two radio buttons:  
  - Selected: 'Result File contains all rows submitted'  
  - 'Result File contains only input rows with errors'  
- 'Background color for cells with error in Result File' section with three radio buttons:  
  - Selected: 'Yellow background for errors'  
  - 'Grey background for errors'  
  - 'White background for errors'  
- 'Mouseover comment for cells with error in Result File' section with two radio buttons:  
  - Selected: 'Add comment to error cell'  
  - 'Do not add comment to error cell'  
- 'Validate' and 'Validate and Submit' buttons.

The footer contains a home icon, a link to 'PRIVACY ACT OF 1974 (AS AMENDED)', and navigation links for 'FOIA | Privacy | Security | Notices' and 'WhiteHouse.gov | USA.gov | ED.gov'.

Figure 3-7: Reaffirmation Submittal Page

### 3.2.2 Reaffirmation Submittal Page Result Presentation

The following section explains the use of each option. There are multiple options available to users regarding how they view any errors which may have resulted from the validation which occurs while uploading the Reaffirmation spreadsheet. A radio button must be selected for each option prior to clicking the Validate or Validate and Submit buttons.



The screenshot shows a form with the following elements:

- I am running on Windows.
- File Name:
- Rows in Result File**
  - Result File contains all rows submitted
  - Result File contains only input rows with errors
- Background color for cells with error in Result File**
  - Yellow background for errors
  - Grey background for errors
  - White background for errors
- Mouseover comment for cells with error in Result File**
  - Add comment to error cell
  - Do not add comment to error cell
- 

**Figure 3-8: Result Presentation**

#### **Rows in Result File**

*Rows in Result File* indicates which rows will be returned to the user after validation has been completed. The default is **Result File contains all rows submitted**.

- If the user selects *Result File contains all rows submitted* all rows on the submittal spreadsheet will be present in the Result File. Records with one or more errors will have data present in the error columns and records without errors will have no data present in the error columns. If no errors are identified, the Result File will not be available.
- If the user selects *Result File contains only input rows with errors* only rows from the submittal spreadsheet which were determined to have one or more errors in them will be included. If no errors are identified, the Result File will not be available.

#### **Background color for cells with error in Result File**

*Background color for cells with error in Result File* indicates what color the cells which contain errors will be after validation has completed. Data cells with errors

will be indicated by a color highlight. The default is **Yellow background for errors**.

#### **Mouse over comment for cells with error in Result File**

*Mouse over comment for cells with error in Result File* indicates whether or not the Result file, which is created after validation has completed, contains comments which appear when the mouse is moved over them. Regardless of the selection made, the error codes and messages will appear on the far right hand side of the spreadsheet Result file. The default is **Add comment to error cell**.

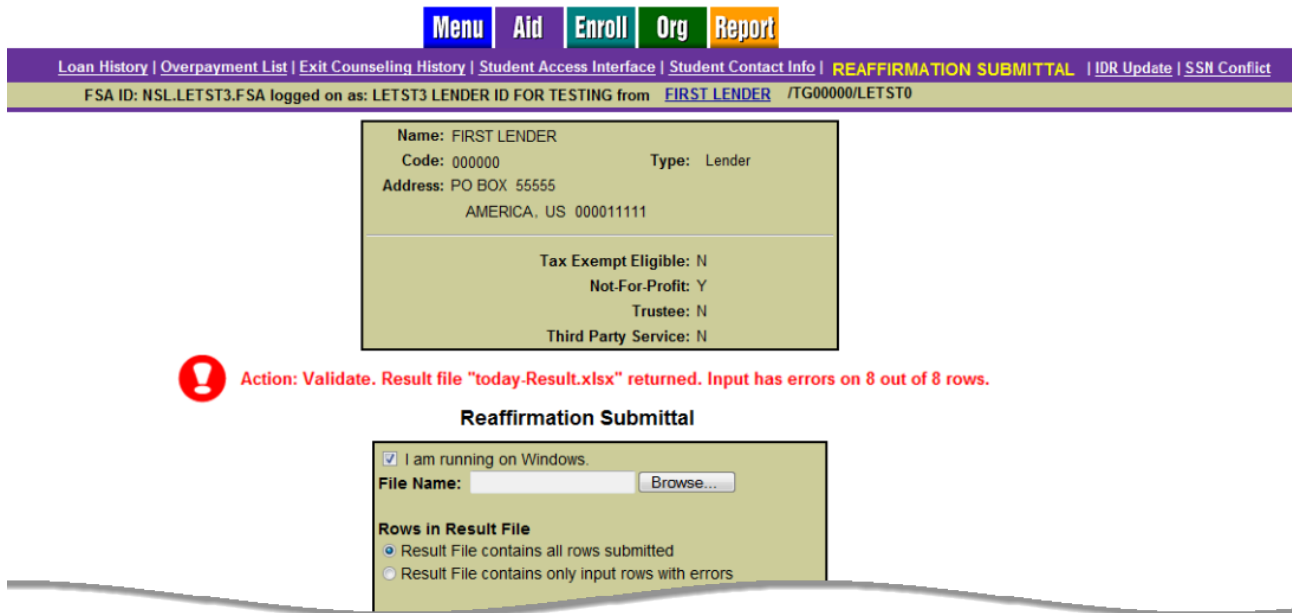
- If the user selects *Add comment to error cell* a red Tooltip triangle will appear in the cell which houses the field in error. When the computer mouse is moved over this error, the error applicable to this field will appear on the screen.
- If the user selects **do not add comment to error cell** the Tooltip triangle will not appear.

#### **Validate / Validate and Submit**

There are two options for reviewing data available at the bottom of the screen. When clicked, the **Validate** button will review all data in the spreadsheet for errors. No data has been loaded to NSLDS during the validation process when the **Validate** button has been clicked. The upload process **MUST** be repeated and the **Validate and Submit** button selected in order to load the data to NSLDS.

When the **Validate and Submit** button is selected, all data will be validated, even if it has been previously validated by the system and any data without error will be submitted and stored in NSLDS. Data will be presented to the user according to the Result File preference radio button selections.

Once the submittal file has been validated by clicking either the **Validate** or **Validate and Submit** buttons, a message will be returned to the user on the screen regarding the number of total records in the spreadsheet and the number of records in error. Also a pop-up box appears, presenting the option to Open, Save or Cancel the Result File which was created by the submission.



**Figure 3-9: Number of Errors Example**

If Open is selected, the Result File will open in the computer’s default spreadsheet software and the errors in the right hand column will be presented in the manner previously selected on the Reaffirmation Submittal web page. The file will have the same name as that which was uploaded, however “- Result” will be appended to the end of the name. For example: if the name of the spreadsheet being submitted is “Reaffirmation.xlsx”, the name of the Result file will be “Reaffirmation – Result.xlsx”.

**Note:** The user MUST click the **Validate and Submit** button for the data to be processed and updated on NSLDS.

### 3.3 Working Errors

All records will utilize the edits described in Appendix A of this document, and any errors identified during the processing of the spreadsheet upload will be identified to the user online, in their result file.

	D	E	F	G	H	I	J
Student Current First Name	Award ID	Loan Type	Loan Date	OPEID	Indicator of Separate Loan	First Disbursement Date	
Max		PC	20				20090907
Cindy	999888777S10G02340000	D1	20				
Ben		SF	20				
Ahead		SF	20				

**Figure 3-10: Result File with Yellow Highlight and Tool Tip**

The errors will be presented in the first available right hand column of the spreadsheet. Users can correct the data in the spreadsheet, or Result file, as it is presented on the screen, or go back to the file used for upload to make the updates. Additionally, the user can rename the Result file prior to re-submitting it in order to keep record of what has been submitted. Regardless of which method is used, the remaining records must be re-submitted to NSLDS for processing.

	P	Q	R	S
Aggregate Undergraduate Combined Exceeded Amount	Aggregate Undergraduate Combined Exceeded Amount	Aggregate Graduate Subsidized Exceeded Amount	Aggregate Graduate Combined Exceeded Amount	ERRORS
				Loan Type: 011 - Loan not found

**Figure 3-11: Result File with Error Column**

During the process of correcting errors, it may be determined that a record needs to be removed from the file. Although spreadsheet software provides the Clear function, NSLDS does not recommend using this function. If records or rows need to be removed from the

worksheet, the Delete row function must be used in order to ensure that all data is removed from the spreadsheet.



## Appendix A: Record Layout Specifications – Submittal Spreadsheet File

The following section provides specifications of the Detail records that are part of the Reaffirmation Spreadsheet Submittal file. NSLDS has utilized features found within typical spreadsheet tools to assist with the data creation and submission of Reaffirmation data to NSLDS. While the definitions of each field remain the same as those found online, the formatting of information found in the Submittal Spreadsheet layout has been documented according to the uses specific to spreadsheets.

This appendix defines the layouts for each record within the Reaffirmation spreadsheet file and each field within the records. You must ensure both the accuracy of the reporting data and correct placement and coding of the data within the files.

Each field definition includes the following information:

- **Field Name** – Brief, descriptive title of the field
- **Description**—Short narrative definition of the field
- **Col. (Column)** – the column in the spreadsheet that contains the field (Column A, B, C, etc.)
- **Mandatory/Optional**—Instructions indicating whether the field must contain data other than spaces or zeroes are described below:
  - **Mandatory**—You must fill in this field for every record.
  - **Optional**—You may fill in this field if the information is available.
  - **Mandatory / Conditional**—You must fill in this field if certain conditions exist.

<b>Index 1: File Type –Submittal Spreadsheet File</b>		
<b>Field Name</b>	<b>Spreadsheet Location</b>	<b>Record Type</b>
Student Current Social Security Number	Column A	Detail Record
Student Date of Birth	Column B	Detail Record
Student Current Last Name	Column C	Detail Record
Student Current First Name	Column D	Detail Record
Award ID	Column E	Detail Record
Loan Type	Column F	Detail Record
Loan Date	Column G	Detail Record
OPEID	Column H	Detail Record
Indicator of Separate Loan	Column I	Detail Record
First Disbursement Date	Column J	Detail Record
Loan Amount	Column K	Detail Record
Interest Rate	Column L	Detail Record
Reaffirmation Date	Column M	Detail Record
Annual Exceeded Amount	Column N	Detail Record
Aggregate Undergraduate Subsidized Exceeded Amount	Column O	Detail Record
Aggregate Undergraduate Combined Exceeded Amount	Column P	Detail Record
Aggregate Graduate Subsidized Exceeded Amount	Column Q	Detail Record
Aggregate Graduate Combined Exceeded Amount	Column R	Detail Record

*Reaffirmation Submittal Spreadsheet File Detail Record*

File Type	Reaffirmation Submittal		
Field Name	Student Current Social Security Number		
Mandatory/Mandatory Conditional/Optional:	Format:	Size:	Spreadsheet Location:
Mandatory	Number	9	Column A
<b>Description:</b>	This basic component specifies the unique nine digit number assigned to a person who reaffirmed the loan.		
<b>Comments:</b>	<p>1. First Name and Date of Birth (DOB) matches.</p> <p><i>First Name</i></p> <ul style="list-style-type: none"> <li>- Three of first four characters of first name on incoming record (excluding punctuation and spaces) match three of four characters of first name (excluding punctuation and spaces) in NSLDS (current or history), or alias matches exactly. The letters must match in the same sequence. If fewer than three characters, all characters must match; and</li> </ul> <p><i>Date of Birth</i></p> <ul style="list-style-type: none"> <li>- Year matches exactly; or</li> <li>- Year matches plus or minus one, with month matching exactly; or</li> <li>- Year matches plus or minus ten, with month and day matching exactly; or</li> <li>- Incoming DOB is real and NSLDS' DOB is one of the following plug dates: 19000101, 18991231, 18581117, 19581117, 19040404, 19600101, or 19??1111, where ?? Can be any year.</li> </ul> <p><b>Note:</b> When NSLDS performs the analysis on the three of first four characters in first name or five of first seven characters in last name, the letters must match in the same sequence. For example, Nary and Mary would match, as "ary" is in same sequential order. So would Maty and Mary, as "may" is in the same sequential order.</p> <p>2. Transposed first name and last name with DOB match.</p> <p><i>Last Name</i></p> <ul style="list-style-type: none"> <li>- Three of the first four characters of last name on incoming record (excluding punctuation and spaces) match three of first four characters of first name (excluding punctuation and spaces) in NSLDS (current or history); and</li> </ul> <p><i>Date of Birth</i></p> <ul style="list-style-type: none"> <li>- Year matches exactly; or</li> <li>- Year matches plus or minus one, with month matching exactly; or</li> <li>- Year matches plus or minus ten, with month and day matching exactly; or</li> </ul> <p>Incoming DOB is real and NSLDS' DOB is one of the following plug dates: 19000101, 18991231, 18581117, 19581117, 19040404, 19600101, or 19??1111, where ?? can be any year.</p>		

3. Match on first initial of first name when NSLDS' first name is only an initial and no other first names exist in NSLDS.

*First Name*

- Incoming first name begins with same letter as NSLDS' first initial (a name that is an initial only or an initial followed by a period, not a comma, and no first name in history); and

*Date of Birth*

- Exact match and is not a plug date: 19000101, 18991231, 18581117, 19581117, 19040404, 19600101, or 19??1111, where ?? can be any year. (**Note:** If both incoming and NSLDS have same plug date, this is considered an exact match.)

4. Match on first initial and part of last name with DOB match.

*First Name*

- First character of first name matches first character of first name or first initial (current or history); and

*Last Name*

- Five of first seven characters of last name (excluding punctuation and spaces) match five of first seven characters of last name (excluding punctuation and spaces) in NSLDS (current or history). If fewer than five characters, all characters must match; and

*Date of Birth*

- Year matches exactly; or
- Year matches plus or minus one, with month matching exactly; or
- Year matches plus or minus ten, with month and day matching exactly; or
- Incoming DOB is real and NSLDS' DOB is one of the following plug dates: 19000101, 18991231, 18581117, 19581117, 19040404, 19600101, or 19??1111, where ?? can be any year.
- For loans or grants made before 1-1-1997, incoming DOB is plug date and NSLDS DOB is a real date.

**Note:** When NSLDS performs the analysis on the three or first four characters in first name or five of first seven characters in last name, the letters must match in the same sequence. For example, Nary and Mary would match, as "ary" is in same sequential order. So would Maty and Mary, as "may" is in the same sequential order.

5. Match on student SSN and a single loan is found using the non-student related identifiers. This loan was last reported on by the current provider.

When a default value for DOB is on the submittal file and the DOB on NSLDS is a real date, NSLDS will consider it a match as long as the name meets our current criteria. When a default value for First Name (i.e., NFN) is on the submittal file and the first name on NSLDS is a real name (i.e., *not* NFN), NSLDS will consider it a match as long as the DOB meets our current criteria. If the submittal file contains default values in *both* the DOB and First Name fields, we would *not* consider it a match.

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	<p>6.Soft Match Logic for matching to FFELP Loans:</p> <p>The following fields must match:</p> <ul style="list-style-type: none"> <li>• <i>Social Security Number</i></li> <li>• <i>Loan type</i></li> <li>• <i>School Code(six-digit)</i></li> </ul> <p>The following fields are then used in order to determine uniqueness :</p> <ul style="list-style-type: none"> <li>• <i>School Branch Code(eight-digit)</i></li> <li>• <i>Loan Date</i></li> <li>• <i>Loan Period Begin Date</i></li> <li>• <i>Loan Amount</i></li> <li>• <i>ED Servicers Code</i></li> </ul>
<b>Error No.:</b>	<b>Error Message:</b>
001	Required field
009	SSN Conflict
019	Student not found
<b>Date Revised:</b> February 15, 2015	

File Type	Reaffirmation Submittal		
Field Name	Student Date of Birth		
<b>Mandatory/Mandatory Conditional/Optional:</b>	<b>Format:</b>	<b>Size:</b>	<b>Spreadsheet Location:</b>
Mandatory	Date	8	Column B
<b>Description:</b>	This basic component specifies the person's year, month and day of birth.		
<b>Comments:</b>	Provide the actual Date of Borrower's Birth Format (CCYYMMDD)		
<b>Error No.:</b>	<b>Error Message:</b>		
001	Required field		
003	Invalid Date		
012	Future Date not allowed		
<b>Date Revised:</b> February 15, 2015			

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File Type	Reaffirmation Submittal		
Field Name	Student Current Last Name		
<b>Mandatory/Mandatory Conditional/Optional:</b>	<b>Format:</b>	<b>Size:</b>	<b>Spreadsheet Location:</b>
Mandatory	Character	35	Column C
<b>Description:</b>	This basic component specifies the last name or surname by which a person is legally known.		
<b>Comments:</b>	Provide the Borrower's legal last name.		
<b>Error No.:</b>	<b>Error Message:</b>		
001	Required field		
<b>Date Revised:</b> February 15, 2015			

File Type	Reaffirmation Submittal		
Field Name	Student Current First Name		
<b>Mandatory/Mandatory Conditional/Optional:</b>	<b>Format:</b>	<b>Size:</b>	<b>Spreadsheet Location:</b>
Mandatory	Character	35	Column D
<b>Description:</b>	This basic component specifies the first name by which a person is legally known.		
<b>Comments:</b>	Provide the Borrower's legal first name.		
<b>Error No.:</b>	<b>Error Message:</b>		
001	Required field		
<b>Date Revised:</b> February 15, 2015			

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File Type	Reaffirmation Submittal		
Field Name	Award ID		
<b>Mandatory/Mandatory Conditional/Optional:</b>	<b>Format:</b>	<b>Size:</b>	<b>Spreadsheet Location:</b>
Mandatory Conditional	Character	21	Column E
<b>Description:</b>	This basic component specifies a unique identifier for a financial award across programs and systems, and across academic years.		
<b>Comments:</b>	Award ID must be provided if loan identifier columns F, G, H, I are blank.		
<b>Error No.:</b>	<b>Error Message:</b>		
004	Permitted value violation		
010	Award being serviced by another provider		
011	Loan not found		
013	Loan matches to multiple loans on database		
020	Required field when other field(s) on record are not populated.		
<b>Date Revised:</b> February 15, 2015			

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File Type	Reaffirmation Submittal		
Field Name	Loan Type		
<b>Mandatory/Mandatory Conditional/Optional:</b>	<b>Format:</b>	<b>Size:</b>	<b>Spreadsheet Location:</b>
Mandatory Conditional	Character	2	Column F
<b>Description:</b>	This basic component specifies the loan type of the reaffirmed loan.		
<b>Comments:</b>	<ul style="list-style-type: none"> <li>Provide one of the following loan types: FDLP: 'D0', 'D1', 'D2', 'D3', 'D4', 'D8' FFELP: 'SF', 'SL', 'SU', 'GB', 'PL', 'RF'</li> <li>Loan Type must be provided if Award ID (column 'E') is blank.</li> <li>If Loan Type is provided Loan Date, Indicator of Separate Loan and OPEID must also be provided.</li> </ul>		
<b>Error No.:</b>	<b>Error Message:</b>		
004	Permitted value violation		
006	Required field if another field on record is reported		
010	Award being serviced by another provider		
011	Loan not found		
<b>Date Revised:</b> February 15, 2015			



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File Type	Reaffirmation Submittal		
Field Name	Loan Date		
Mandatory/Mandatory Conditional/Optional:	Format:	Size:	Spreadsheet Location:
Mandatory Conditional	Date	8	Column G
<b>Description:</b>	Date when the reaffirmed Direct loan was originally disbursed or date when a FFELP loan was originally guaranteed.		
<b>Comments:</b>	<ul style="list-style-type: none"> <li>• Format (CCYYMMDD)</li> <li>• Loan Date must be provided if Award ID (column 'E') is blank.</li> <li>• If Loan Date is provided Loan Type, Indicator of Separate Loan and OPEID must also be provided.</li> </ul>		
<b>Error No.:</b>	<b>Error Message:</b>		
003	Invalid date		
006	Required field if another field on record is reported		
<b>Date Revised:</b> February 15, 2015			

File Type	Reaffirmation Submittal		
Field Name	OPEID		
Mandatory/Mandatory Conditional/Optional:	Format:	Size:	Spreadsheet Location:
Mandatory Conditional	Character	8	Column H
<b>Description:</b>	An eight-digit code identifying the original school at which the student was enrolled, or accepted for enrollment, when the loan was made.		
<b>Comments:</b>	<ul style="list-style-type: none"> <li>• Use the originating school code on NSLDS</li> <li>• OPEID must be provided if Award ID (column 'E') is blank.</li> <li>• If OPEID is provided Loan Type, Loan Date and Indicator of Separate Loan must also be provided.</li> <li>• Must be a valid School Code and School Branch Code combination</li> </ul>		
<b>Error No.:</b>	<b>Error Message:</b>		
004	Permitted value violation		
006	Required field if another field on record is reported		
<b>Date Revised:</b> February 15, 2015			

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File Type	Reaffirmation Submittal		
Field Name	Indicator of Separate Loan		
<b>Mandatory/Mandatory Conditional/Optional:</b>	<b>Format:</b>	<b>Size:</b>	<b>Spreadsheet Location:</b>
Mandatory Conditional	Character	1	Column I
<b>Description:</b>	An indicator used to differentiate among multiple loans of the same type with the same date of guaranty for the same borrower.		
<b>Comments:</b>	<ul style="list-style-type: none"> <li>Indicator of Separate Loan must be provided if Award ID (column 'E') is blank.</li> <li>If Indicator of Separate Loan is provided Loan Type, Loan Date and OPEID must also be provided.</li> </ul>		
<b>Error No.:</b>	<b>Error Message:</b>		
006	Required field if another field on record is reported		
<b>Date Revised:</b> February 15, 2015			

File Type	Reaffirmation Submittal		
Field Name	First Disbursement Date		
<b>Mandatory/Mandatory Conditional/Optional:</b>	<b>Format:</b>	<b>Size:</b>	<b>Spreadsheet Location:</b>
Mandatory	Date	8	Column J
<b>Description:</b>	The date on which the reaffirmed loan was initially disbursed		
<b>Comments:</b>	<ul style="list-style-type: none"> <li>Report the actual Date of Disbursement.</li> <li>Format (CCYMMDD)</li> </ul>		
<b>Error No.:</b>	<b>Error Message:</b>		
001	Required field		
003	Invalid date		
012	Future date not allowed		
<b>Date Revised:</b> February 15, 2015			

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File Type	Reaffirmation Submittal		
Field Name	Loan Amount		
Mandatory/Mandatory Conditional/Optional:	Format:	Size:	Spreadsheet Location:
Mandatory	Number	6	Column K
<b>Description:</b>	This basic component indicates the specific award amount to the recipient.		
<b>Comments:</b>	<ul style="list-style-type: none"> <li>• For Direct Loans, use Financial Award Amount reported from COD.</li> <li>• For Direct Loans, if the Financial Award Amount is adjusted upward or downward, the same should be reported to NSLDS.</li> <li>• For FFELP, use Guaranty Amount prior to any cancellations.</li> </ul>		
<b>Error No.:</b>	<b>Error Message:</b>		
001	Required field		
002	Invalid number		
<b>Date Revised:</b> February 15, 2015			

File Type	Reaffirmation Submittal		
Field Name	Interest Rate		
Mandatory/Mandatory Conditional/Optional:	Format:	Size:	Spreadsheet Location:
Mandatory	Number	5	Column L
<b>Description:</b>	This basic component represents the applicable interest rate that can be charged for the loan.		
<b>Comments:</b>	<ul style="list-style-type: none"> <li>• Provide the statutory interest rate.</li> <li>• If loan has a variable rate, provide the variable rate at the time of reporting.</li> <li>• Implied decimal with implied decimal point between second and third places. Format nnnnn.</li> <li>• Degree of accuracy represented by three decimal places (e.g., for 10.45%, enter 10450, and for 5% enter 05000).</li> </ul>		
<b>Error No.:</b>	<b>Error Message:</b>		
001	Required field		
002	Invalid number		
<b>Date Revised:</b> February 15, 2015			

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File Type	Reaffirmation Submittal		
Field Name	Reaffirmation Date		
Mandatory/Mandatory Conditional/Optional:	Format:	Size:	Spreadsheet Location:
Mandatory	Date	8	Column M
<b>Description:</b>	The date the servicer receives the student's signed reaffirmation agreement.		
<b>Comments:</b>	<ul style="list-style-type: none"> <li>• Format (CCYYMMDD)</li> <li>• Report the reaffirmation date stored on the data provider system.</li> <li>• Must be later than first disbursement date.</li> </ul>		
<b>Error No.:</b>	<b>Error Message:</b>		
001	Required field		
003	Invalid date		
004	Permitted value violation (Returned if earlier than first disbursement date)		
012	Future date not allowed		
<b>Date Revised:</b> February 15, 2015			

File Type	Reaffirmation Submittal		
Field Name	Annual Exceeded Amount		
Mandatory/Mandatory Conditional/Optional:	Format:	Size:	Spreadsheet Location:
Mandatory Conditional	Amount	6	Column N
<b>Description:</b>	The dollar amount of the reaffirmed loan that exceeds the annual loan borrowing limits.		
<b>Comments:</b>	<ul style="list-style-type: none"> <li>• Provide whole dollar amount.</li> <li>• Annual Exceeded Amount must be provided, if columns O, P, Q, or R are to be left blank.</li> </ul>		
<b>Error No.:</b>	<b>Error Message:</b>		
002	Invalid number		
020	Required field when other field(s) on record are not populated		
<b>Date Revised:</b> February 15, 2015			

Reaffirmation User Guide

File Type	Reaffirmation Submittal		
Field Name	Aggregate Undergraduate Subsidized Exceeded Amount		
Mandatory/Mandatory Conditional/Optional:	Format:	Size:	Spreadsheet Location:
Mandatory Conditional	Number	6	Column O
<b>Description:</b>	The dollar amount of the reaffirmed loan that exceeds the aggregate undergraduate subsidized loan borrowing limits.		
<b>Comments:</b>	<ul style="list-style-type: none"> <li>• Provide whole dollar amount.</li> <li>• Aggregate Undergraduate Subsidized Exceeded Amount must be provided, if columns N, P, Q, or R are to be left blank.</li> </ul>		
<b>Error No.:</b>	<b>Error Message:</b>		
002	Invalid number		
020	Required field when other field(s) on record are not populated		
<b>Date Revised:</b> February 15, 2015			

File Type	Reaffirmation Submittal		
Field Name	Aggregate Undergraduate Combined Exceeded Amount		
Mandatory/Mandatory Conditional/Optional:	Format:	Size:	Spreadsheet Location:
Mandatory Conditional	Number	6	Column P
<b>Description:</b>	The dollar amount of the reaffirmed loan that exceeds the aggregate undergraduate combined loan borrowing limits.		
<b>Comments:</b>	<ul style="list-style-type: none"> <li>• Provide whole dollar amount.</li> <li>• Aggregate Undergraduate Combined Exceeded Amount must be provided, if columns N, O, Q, or R are to be left blank.</li> </ul>		
<b>Error No.:</b>	<b>Error Message:</b>		
002	Invalid number		
020	Required field when other field(s) on record are not populated		
<b>Date Revised:</b> February 15, 2015			

File Type	Reaffirmation Submittal		
Field Name	Aggregate Graduate Subsidized Exceeded Amount		
Mandatory/Mandatory Conditional/Optional:	Format:	Size:	Spreadsheet Location:
Mandatory Conditional	Number	6	Column Q
<b>Description:</b>	The disbursed amount that exceeds the aggregate graduate subsidized loan borrowing limits.		
<b>Comments:</b>	<ul style="list-style-type: none"> <li>• Provide whole dollar amount.</li> <li>• Aggregate Graduate Subsidized Exceeded Amount must be provided, if columns N, O, P, or R are to be left blank.</li> </ul>		
<b>Error No.:</b>	<b>Error Message:</b>		
002	Invalid number		
020	Required field when other field(s) on record are not populated		
<b>Date Revised:</b> February 15, 2015			

File Type	Reaffirmation Submittal		
Field Name	Aggregate Graduate Combined Exceeded Amount		
Mandatory/Mandatory Conditional/Optional:	Format:	Size:	Spreadsheet Location:
Mandatory Conditional	Number	6	Column R
<b>Description:</b>	The dollar amount of the reaffirmed loan that exceeds the aggregate graduate combined loan borrowing limits.		
<b>Comments:</b>	<ul style="list-style-type: none"> <li>• Provide whole dollar amount.</li> <li>• Aggregate Graduate Combined Exceeded Amount must be provided, if columns N, O, P, or Q are to be left blank.</li> </ul>		
<b>Error No.:</b>	<b>Error Message:</b>		
002	Invalid number		
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<b>Date Revised:</b> February 15, 2015			