

Application of Student Loan Board

- Schedule of Availability of Service : Available during the entire enrollment period
Monday to Friday (except non-working holidays)
8:00AM to 5:00PM
- Who May Avail of the Service : Any bonafide UP Manila student with no outstanding account with the Student Loan Board
- What are the Requirements : Duly accomplished application form and promissory note
I.D. Picture
Invoice
Identification card with specimen signature and photo of the co-maker
- Duration : 1 to 2 hours

How to Avail of the Service:

Step	Applicant	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1.	Secures application form at OSA.	Issues application form	1 minute	Junior Scholarship Affairs Officer	-	Application form and Promissory Note
2.	Accomplished the application form properly and completely.		10 minutes		-	-
3.	Submits the accomplished/completed form at OSA together with the Invoice	Verifies the completeness of the application form and computes the loanable amount	5 minutes	Junior Scholarship Affairs Officer	-	Application form and Promissory Note

4.		Signs the application form for approval	3 minutes	OSA Director or Designated staff	-	Application Form and Promissory Note
5.		Collects the approved application form	2 minutes	Junior Scholarship Affairs Officer	-	Application form and Promissory Note
6.		Issues SLB Form No.1-A to the applicant with the Invoice of the student	2 minutes	Junior Scholarship Affairs Officer	-	SLB Form No. 1-A and Invoice
7.	Presents the SLB Form No. 1-A and Invoice to the Cashier and pay	Accepts the SLB Form No.1-A, Invoice and payment of the student and issues an Official Receipt	3 to 5 minutes	Cashier	Total Fees less approved loan	Invoice and SLB Form No. 1-A
8.	Accepts/Receives the Official Receipt and Invoice					

END OF TRANSACTION