Massachusetts Institute of Technology

MIT EDUCATION LOAN FOR DEPENDENT CHILDREN

Please Print Clearly

Employee Information

Employee Name: _____

Home Address: _____ City: _____ State: _____ ZIP: _____

Home Telephone: _____ Email address: _____

MIT ID Number: _____ Social Security Number: *[Only **first-time borrowers** will be contacted by phone to obtain your SSN]*

Department: _____ MIT Phone Number: _____

Location: □ Main Campus □ Lincoln Lab □ Other (specify) _____

Employment

Category: □ Tenured Faculty □ Other Academic □ Sponsored Research

□ Administrative □ Support Service □ Other (specify) _____

Date Hired: ____/____/_____ Percent of Time Worked: _____% Pay Schedule: □ Semimonthly □ Weekly

Student Information

Student #1 Name: _____ Student #2 Name: _____

- Student(s) Relationship to Employee: □ Child (including adopted) □ Stepchild
- Do you claim student(s) as dependent on your federal income tax return? □ Yes □ No *(If no, please attach explanation.)*
- Student(s) enrolled in a 2-4 year degree granting program **and** enrolled full-time? □ Yes □ No

****** NOTE: A copy of each student's billing statement for the term must be attached to the application for processing ******

College Information

College #1 Name: _____ College #2 Name: _____

Loan Information

Amount of loan request : $_____

Registered for Academic Year: 20____ - 20____ *(ie. 2021-2022)*

Certification

I certify that the information given in this application is true.

_____ _____

SIGNATURE *(hand-signed only; no typed signatures)* **DATE**

You may submit both the application and billing statement by:

1) email (getaloan@mit.edu),
2) regular mail (MIT Education Loan administrator, 11-120, 77 Massachusetts Avenue, Cambridge, MA 02139-4307), **or**
3) interoffice mail (attn: MIT Education Loan administrator, 11-120).

If it is determined that you are eligible for the Educational Loan Plan benefit, the administrator will send you the required documents for the loan. Billing statements must include 1) Student's Name, 2) College's Name, and 3) a breakdown of the full-time tuition charges.
The funds will be sent to you directly based on your Direct Deposit settings on Atlas. For semimonthly paid employees, payroll will take a single monthly deduction. The entire process normally takes up to 15 working days.