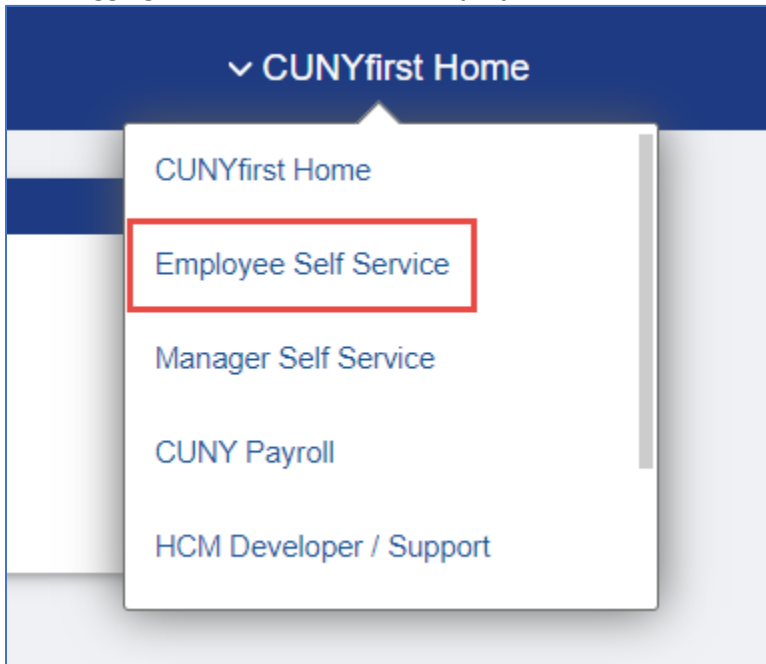


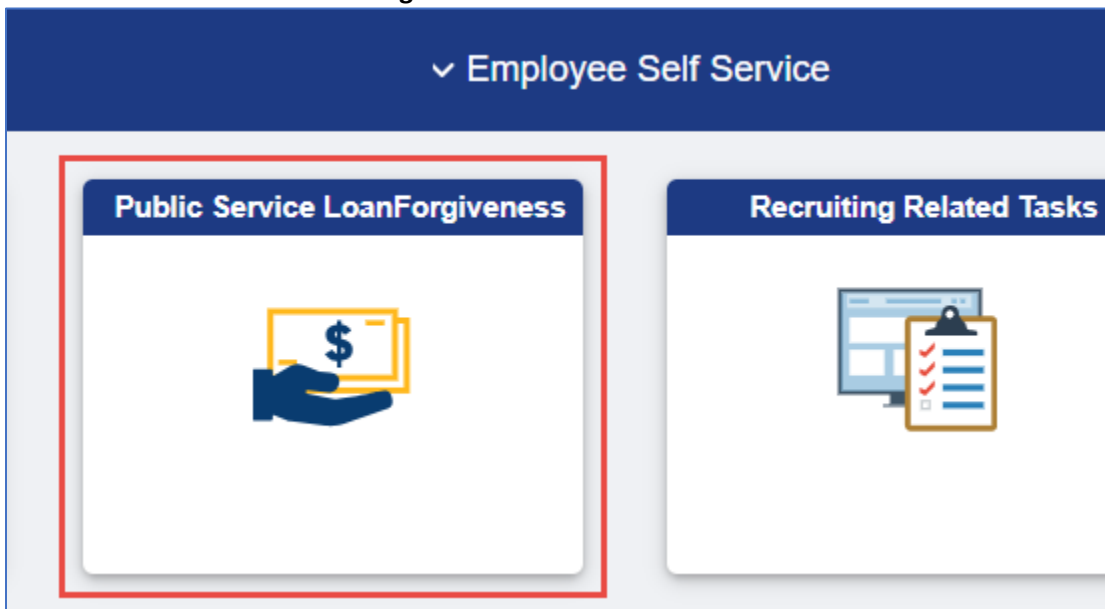


PUBLIC SERVICE LOAN FORGIVENESS IN CUNYFIRST EMPLOYEE GUIDE

1. After logging into CUNYfirst, select **Employee Self Service**.



2. Select the **Public Service LoanForgiveness** tile.





3. Review and information and make changes as necessary. Once you have confirmed that your information is accurate, select Submit.

Employee Self Service | Public Service LoanForgiveness

To submit a request for PSLF certification, please review your information below and make changes as necessary. Once you have confirmed that your information is accurate, select Submit.

Any personal data submitted on this page will be stored for PSLF purposes only and will not update your information in CUNYfirst.

Empl ID

Name: John Doe

Address: 129 Fake Street

City: New York

State: NY

Postal Code: 10014

Telephone: 123/456-7890

Alternate Phone:

Email Address: john.doe@cuny.edu

Submission History

Submit

4. A confirmation message will appear listing the institutions which have each been sent a request. Select **OK** to acknowledge the message.

Your Public Service Loan Forgiveness Application has been Submitted to these Institutions for processing:

Central Office
NYC College of Technology

OK



5. You can select **Submission History** to view your record of submissions to various institutions. The **Business Unit, Start Date and End Dates** on your requests will update once HR has taken action on your request.

Be advised that you will not receive email confirmations throughout this process. You are encouraged to check on the status of your requests frequently and to follow up with HR if you have not heard back in a timely manner.

Employee Self Service | Public Service Loan Forgiveness

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Email Address: john.doe@cuny.edu

Submission History

Submit

Submission Date	Submitted By	Business Unit	Start Date	End Date
1 10/04/2023 8:32:55AM				