

# LEGAL SERVICES CORPORATION

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## **HERBERT S. GARTEN**

### **LOAN REPAYMENT ASSISTANCE PROGRAM**

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**Instructions for Completing the LSC LRAP  
New Applicant Application  
FY 2017**

**Application Deadline: Tuesday, February 28th, 2017**



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**(Updated January, 2017)**

# Instructions for Completing the LSC LRAP New Applicant Application FY 2017

***Application Deadline: Tuesday, February 28th, 2017***

## OVERVIEW

*These instructions apply only to the completion of the application form by new applicants. If you have been selected and participated in prior cycles of the LSC LRAP, please reference the Instructions for Completing the LSC LRAP Renewal Application FY 2017. Before completing the application, it is critical that you read these instructions and the LSC LRAP Program Description for 2017. These materials are available at <http://www.lsc.gov/grants-grantee-resources/our-grant-programs/loan-repayment-assistance-program>.*

Attorneys who have already received 36 months of LSC LRAP loans are not eligible to apply for a loan. Attorneys who have received 24 months or less of LSC LRAP loans and who had a break in employment due to a default that LSC forgave pursuant to the LRAP Program Description and who are now employed by a LSC-funded legal services program are eligible to apply for a LRAP loan; please see the *Instructions for Completing the LSC LRAP Renewal Application FY 2017* at the website listed above.

## CREATING YOUR APPLICANT ID AND PASSWORD

New applicants are required to create an ID and password. To start this process, from the LRAP home page click on “2017 LSC LRAP Online Application System” link. You will then be presented with the following screen:



**Herbert S. Garten Loan Repayment Assistance Program  
(LRAP) Login**

Due Date: Tuesday, February 20, 2017, 5 p.m. Eastern Standard Time

If you are renewing your loan and do not have your Applicant ID and/or password, contact  
[LRAPcoordinator@lsc.gov](mailto:LRAPcoordinator@lsc.gov)

If you are a Participating Attorney and wish to submit a renewal application, or a new applicant who has  
already created an ID, please log in here:

Applicant ID:  (6 Numbers)

Password:  (7 Characters)

If you are a new applicant without an ID, please click the button below to create one:

Click on the [Create New ID](#) button. You will then be presented with the following screen:

The screenshot shows the 'Create New LRAP ID' form. At the top is the LSC Legal Services Corporation logo. Below the logo, the title 'Create New LRAP ID' is centered. A note states: 'Enter Applicant Name, Address, and Password before clicking the Create ID button'. Another note says: 'Please be sure to select the correct State abbreviation from the State pull-down box'. A red asterisk indicates 'Required Fields'. The form fields are: 'Applicant First Name' (max 20 characters), 'Applicant Middle Name' (max 20 characters), 'Applicant Last Name' (max 30 characters), 'Home Address Line 1' (max 50 characters), 'Home Address Line 2' (max 50 characters), 'City' (max 15 characters), 'State' (dropdown menu with 'AK' selected), 'Zip' (max 5 characters), 'Create Password' (must be 7 characters, at least 1 non-numeric, no special characters), and 'Verify Password' (must match exactly). At the bottom are two buttons: 'CREATE ID' and 'LRAP Home'.

Fill out this form, and click “Create ID.” The application will generate a six (6) digit Applicant ID for you. **Please record your Applicant ID and password for future reference.**

When you have completed this process successfully, you will see a screen with your unique Applicant ID and the following text:

*“This is your Applicant ID. It is critical that you immediately make a note of your ID and the Password which you entered in the previous screen. You will need both your Applicant ID and your password to log on to this application in the future.*

*Please print this page and keep it for your future reference.”*

**It is essential that you record your Applicant ID number and password for future access to your information.** Applicants will need to enter their ID and password each time they access the application for both this and potential subsequent cycles. If you lose your ID or password, please contact the LRAP service desk at [LRAPcoordinator@lsc.gov](mailto:LRAPcoordinator@lsc.gov)

After recording your ID and password, click “OK” on this screen to proceed.

### COMPLETING THE APPLICATION FORM

1. Be sure to fill in all of the contact information requested. All mailed correspondence from LSC, including the loan award letter and loan payments, will be mailed to your home address unless LSC is instructed otherwise.
2. Identifying your race and gender are optional. We are requesting this information for LRAP evaluation purposes only.

## COMPLETING THE CERTIFICATIONS ON THE NEW APPLICANT APPLICATION FORM

1. Be sure to read the LSC LRAP Program Description for the definition of income and net worth. These can be found in Footnote 4 of the LSC LRAP Program Description.
2. Check all appropriate boxes. **Failure to check all appropriate boxes may result in a denial of the application.**
3. If you receive an LRAP loan from another provider, be sure to provide the requested information in the box provided. Receiving other LRAP funds does not affect your eligibility for a LSC LRAP Loan.
4. If you take part in a time limited fellowship program, be sure to provide all the requested information in the boxes provided; both the fellowship name and the anticipated end date of that fellowship program are required.

## LOAN DOCUMENTATION

Documentation of all outstanding law school loans **must be submitted electronically with the application.** *Documentation sent by any other means (e.g., fax) will not be accepted under any circumstances.*

Satisfactory law school documentation consists of a statement from the lender showing the loan payoff amount (total principal plus accrued interest) as of the statement date. Your name, as well as the lender's name, must appear on the statement from the lender. For *each* law school-related loan, documentation must consist of the following information (at a minimum): your name on the document, lender name, loan number, and current loan balance.

If you have consolidated law school loans with undergraduate and/or graduate school loans, you must identify which portion of the consolidated loan is for law school and submit this explanation in a cover letter, as described below, along with your loan documents.

## SUBMITTING LOAN DOCUMENTATION

**Loan documentation must be submitted *with the application*, in PDF format.** To submit loan documentation with your application, convert or scan all documents to PDF format, combine them into one file, and follow the instructions on the application form. Use your name and "Loan Documents" as the file name (Example: "Lucy Lawyer – Loan Documents").

If you have consolidated undergraduate/graduate school loans with law school loans, provide a separate explanation of the amount of law school only debt and how this amount was determined. Submit this explanation as a cover letter to your loan information, incorporated into the PDF file.

## **SUBMITTING YOUR COMPLETED APPLICATION**

**Your application is not complete until your loan documentation has been uploaded AND the “Submit Application” button has been clicked.** When your application has been successfully submitted, you will see a screen confirming your submission. Please print this screen for your records. It is the only confirmation you will receive.

## **AVAILABILITY OF LRAP FUNDING**

The provision of LRAP assistance is contingent upon the availability and terms of funding for the FY 2017 LRAP program.

## **APPLICATION AND SUPPORTING DOCUMENTS DUE DATE**

**The New Attorney Application, with supporting loan documentation attached, must be submitted electronically to LSC no later than Tuesday, February 28th, 2017, at 5:00 PM Eastern Time.**

Contact the LRAP Coordinator at [LRAPcoordinator@lsc.gov](mailto:LRAPcoordinator@lsc.gov) if you have any questions regarding these instructions.